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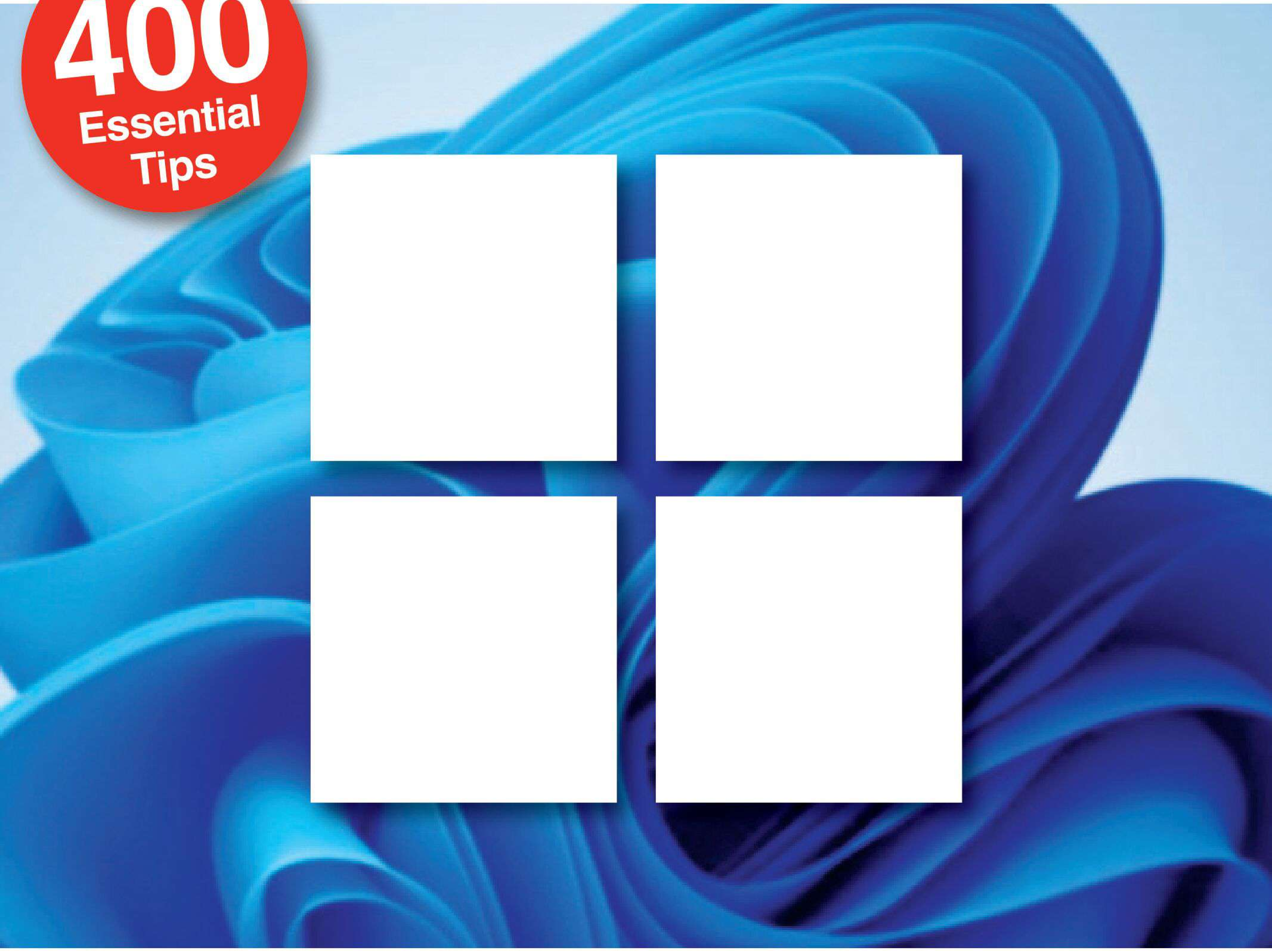
NEW

Windows 11
The Essentials

Your essential guide to Microsoft's new Windows 11 operating system

OVER
400
Essential
Tips



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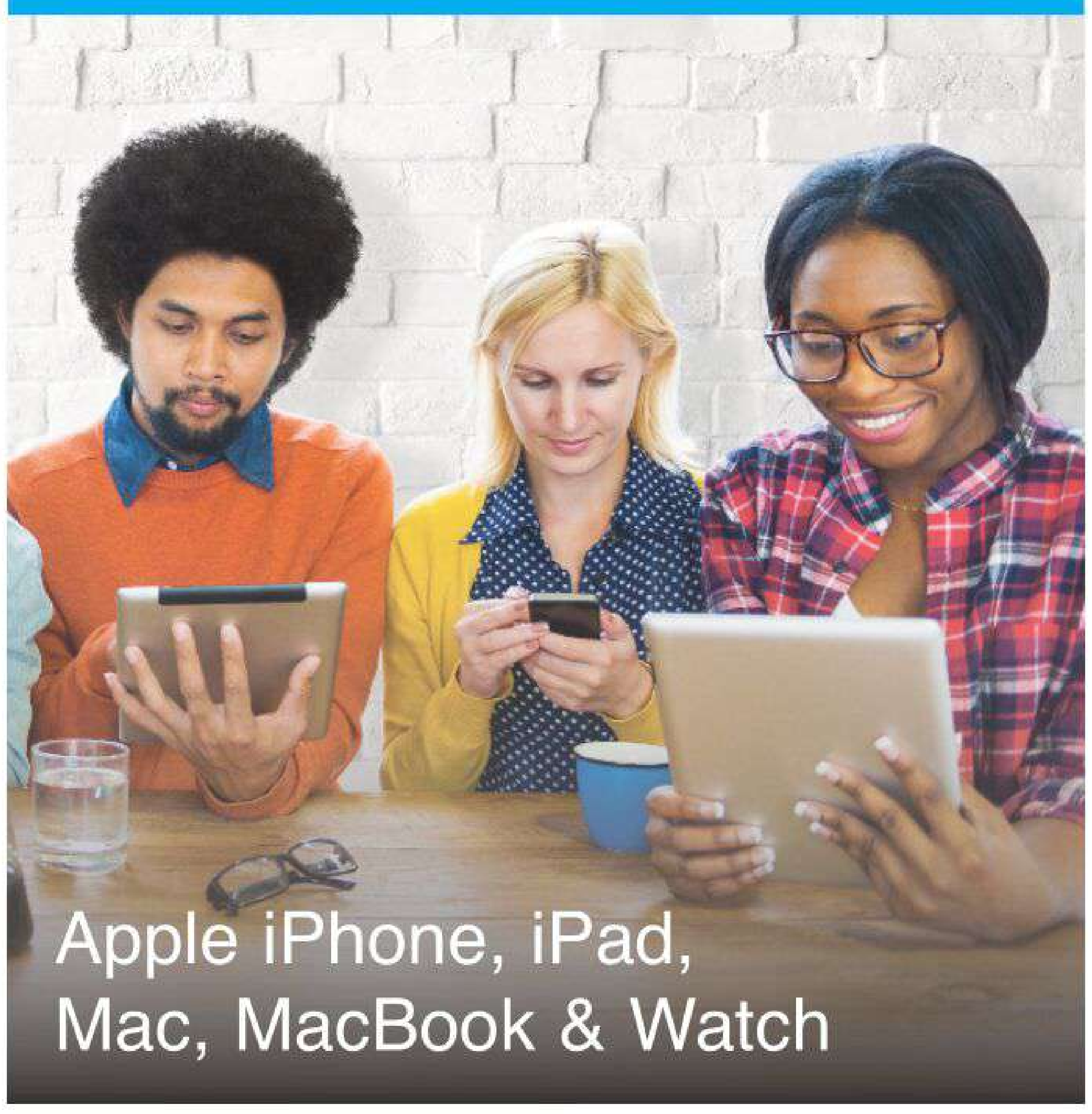

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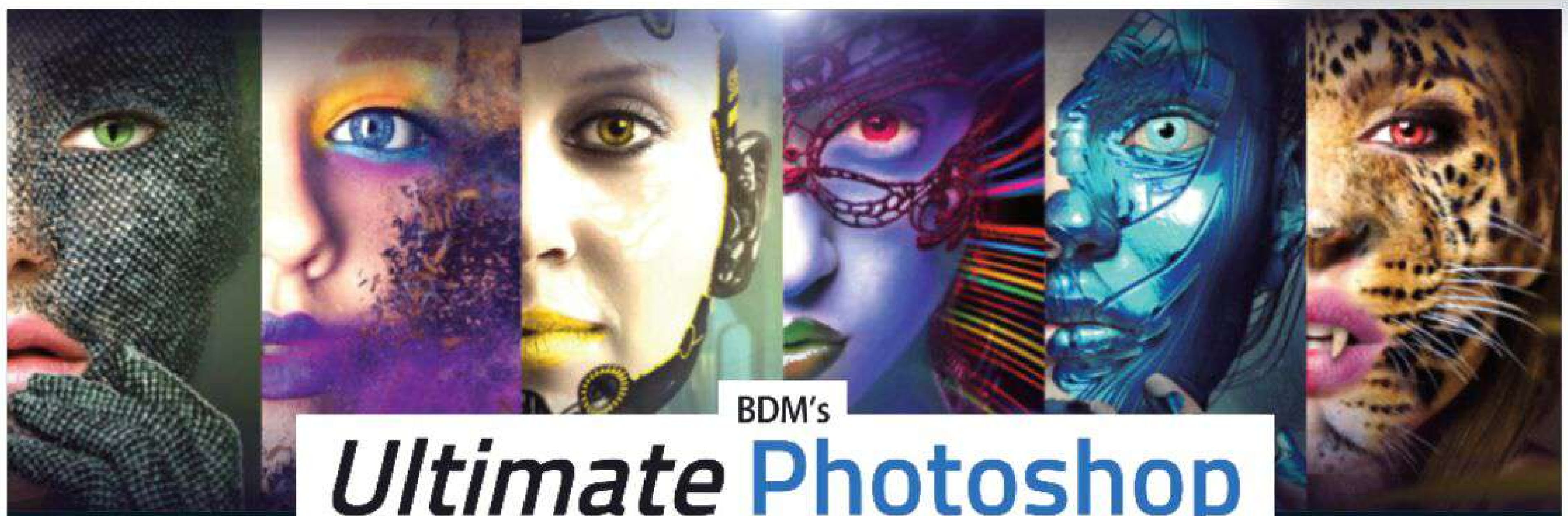

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Windows 11

The Essentials

Microsoft's Windows 10 operating system has a staggering 76% market share of desktop and laptop computers worldwide! With an installed Windows 10 user base of over one billion! Making Windows 10 the world's favourite and most used OS! Thus Microsoft's announcement of a new upgrade, Windows 11 sent shockwaves around the planet! The next evolution of the world's most popular OS has arrived and it's amazing! Bringing with it a wealth of changes, new functionality and applications. Of course as a side effect of change comes confusion, frustration and crashing user confidence. Albeit these users issues to you are, thankfully, only momentarily as our team of experts are here to help! With Windows 11 - The Essentials, BDM's independent user manual as your guide, you, the reader will discover the basics of the operating system. They will learn how the many changes have effected their use and how to adapt to these changes. Our goal and yours are the same, that ultimately you will master Windows 11 by becoming a confident, well informed and 100% prepared Windows 11 adopter and user.

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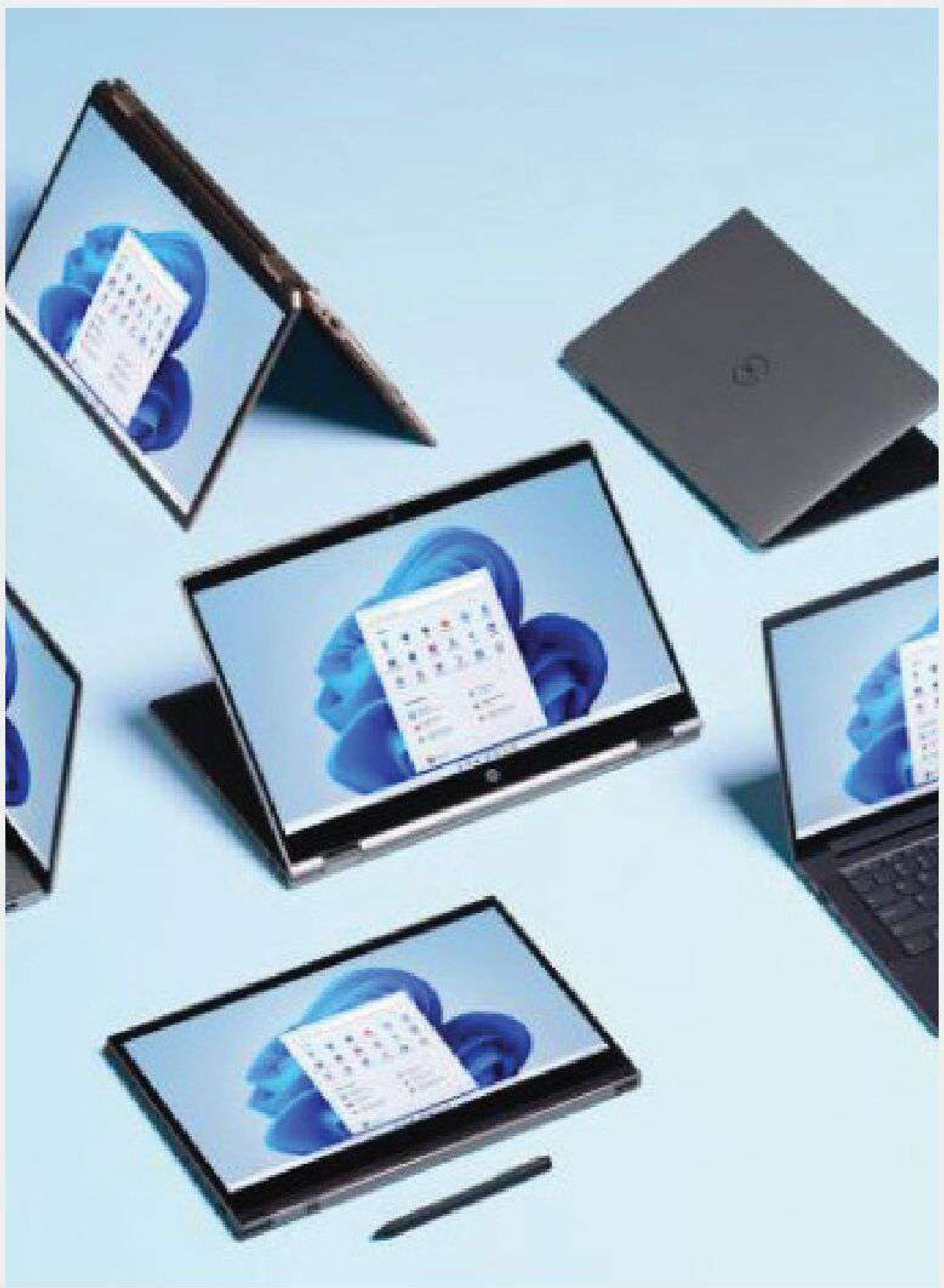

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37 Edge Privacy
38 Personalising Edge
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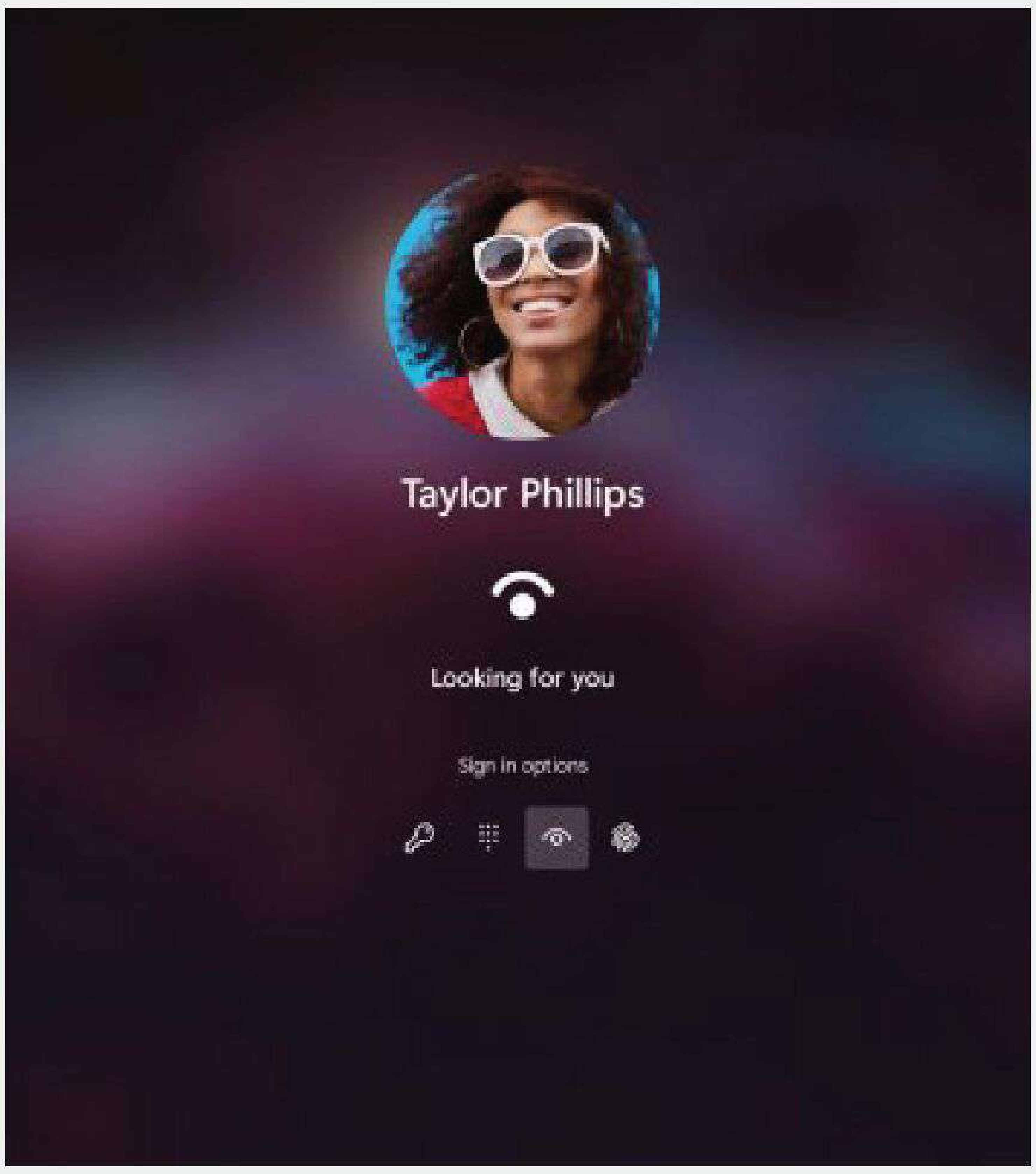
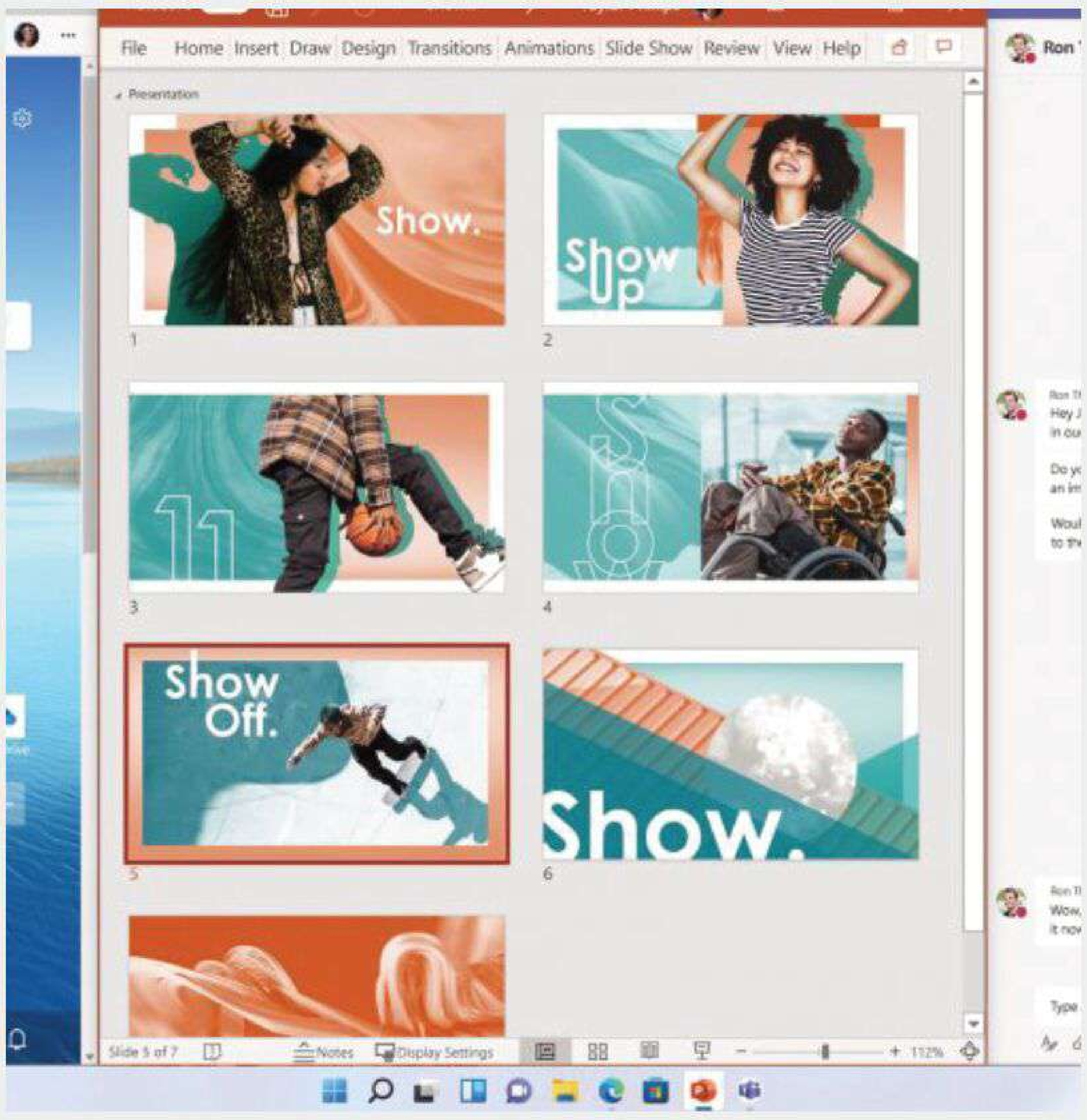

Taylor Phillips
Looking for you
Sign in options

GAME PASS
GEARS 5


File
Home
Insert
Draw
Design
Transitions
Animations
Slide Show
Review
View
Help
Show.
Show Up
Show Off.
Show.

63 Change Your Desktop Icons
64 Keyboard Shortcuts
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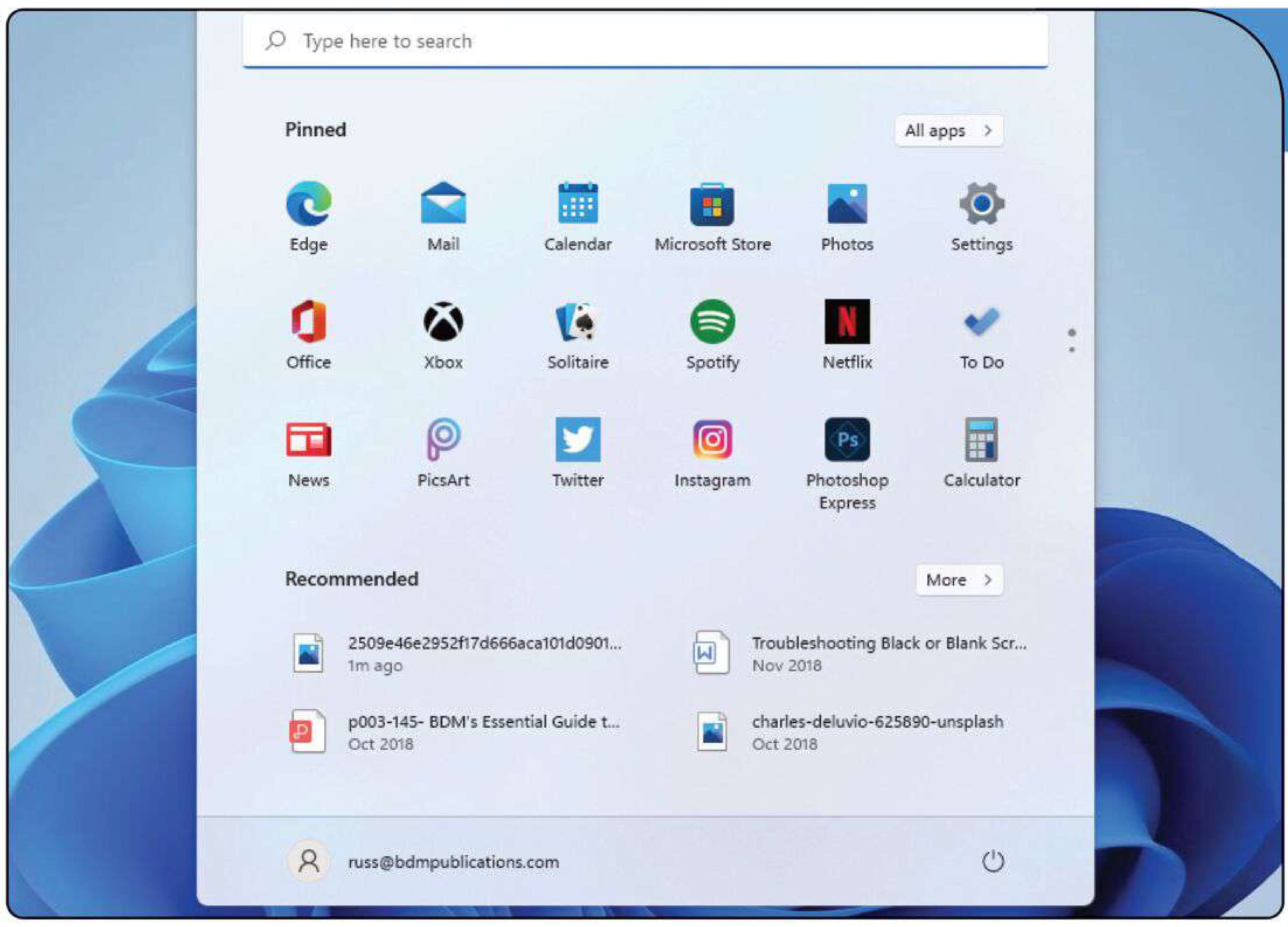
How to Use the Start Menu

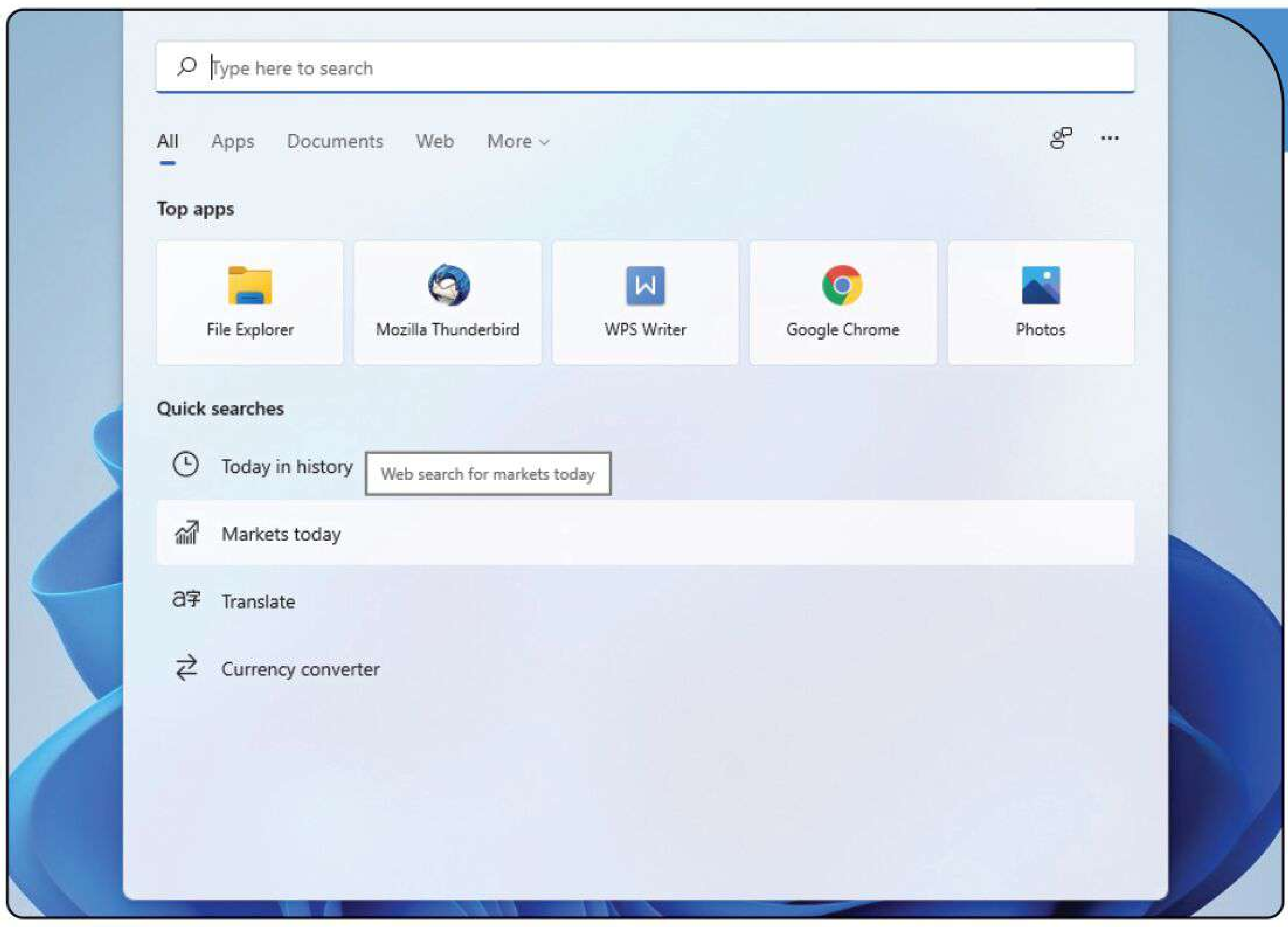
The Start menu has been given a big makeover for Windows 11, simplified in some ways and expanded in others. It may look very different to the Windows 10 Start menu, but it is still the main way to access your installed apps, software and games.

Get to Grips with Start


Type here to search
Pinned
All apps
Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More
2509e46e2952f17d666aca101d0901...
1m ago
Troubleshooting Black or Blank Scr...
Nov 2018
p003-145- BDM's Essential Guide t...
Oct 2018
charles-deluvio-625890-unsplash
Oct 2018
russ@bdmpublications.com

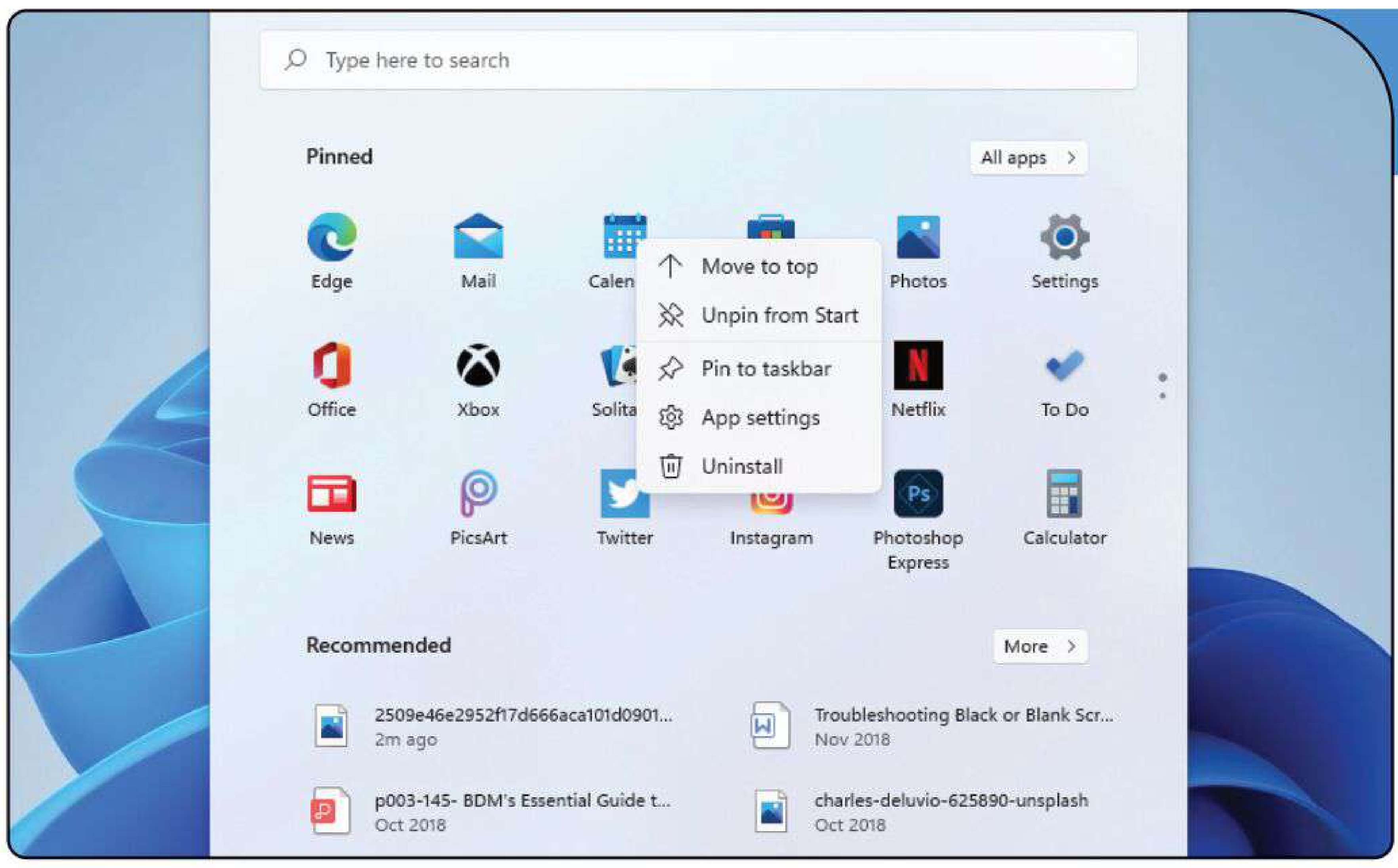
Step 1

The completely redesigned Start menu is opened by clicking on the Windows icon in the taskbar, or by pressing the Windows Key on your keyboard. It opens above the taskbar icons, floating in the middle of the screen. It will appear over the top of any open windows.


Type here to search
All
Apps
Documents
Web
More
Top apps
File Explorer
Mozilla Thunderbird
WPS Writer
Google Chrome
Photos
Quick searches
Today in history
Web search for markets today
Markets today
Translate
Currency converter

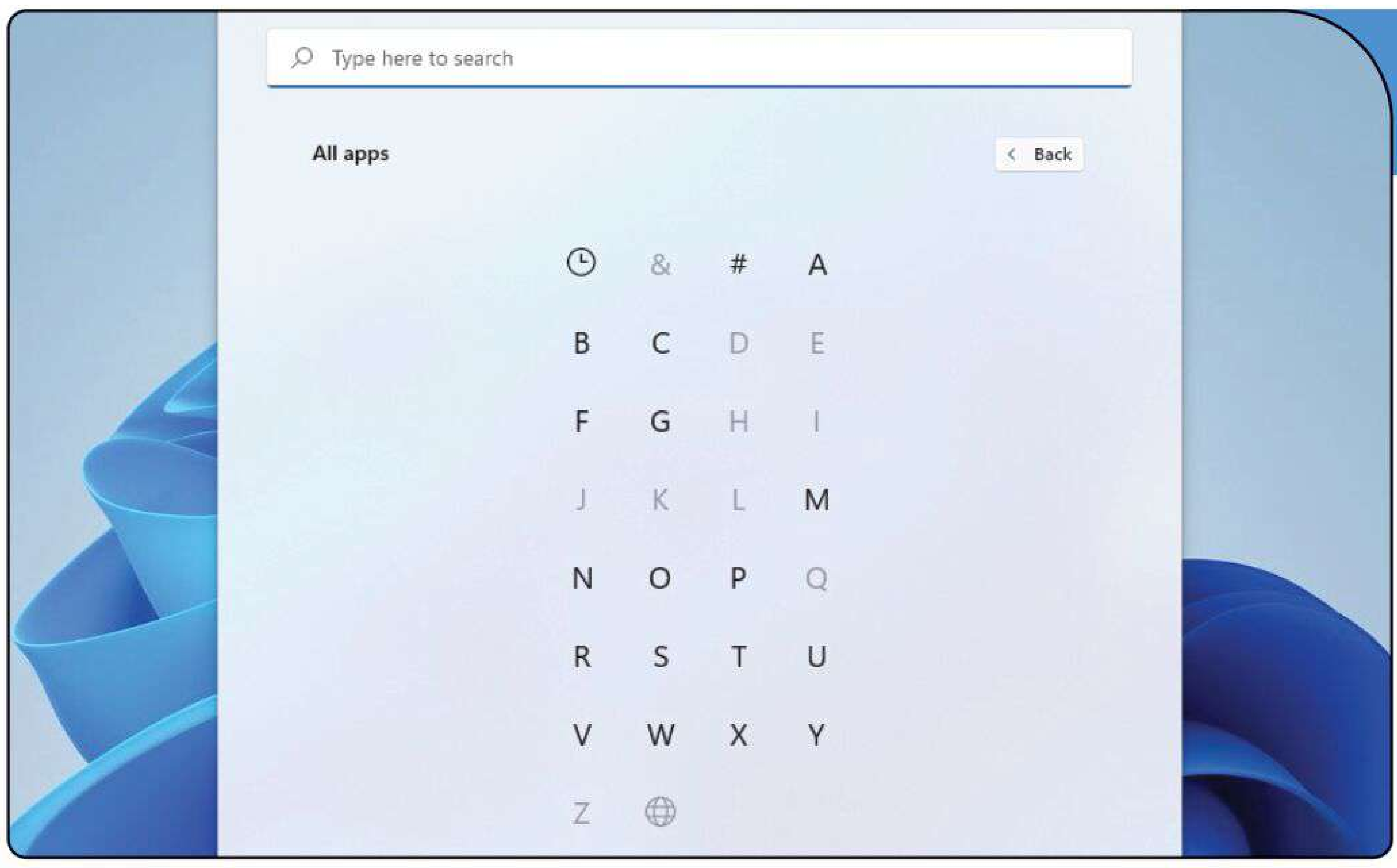
Step 2

The Start menu is arranged in four main sections: Search, Pinned Apps, Recent or Recommended Files and Account/Power. Clicking in the Search field will switch to the dedicated Search panel, rather than letting you type your search term directly into the Start menu.


Type here to search
Pinned
All apps
Edge
Mail
Calen
Photos
Settings
Move to top
Unpin from Start
Pin to taskbar
App settings
Uninstall
Office
Xbox
Solita
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More
2509e46e2952f17d666aca101d0901...
2m ago
Troubleshooting Black or Blank Scr...
Nov 2018
p003-145- BDM's Essential Guide t...
Oct 2018
charles-deluvio-625890-unsplash
Oct 2018

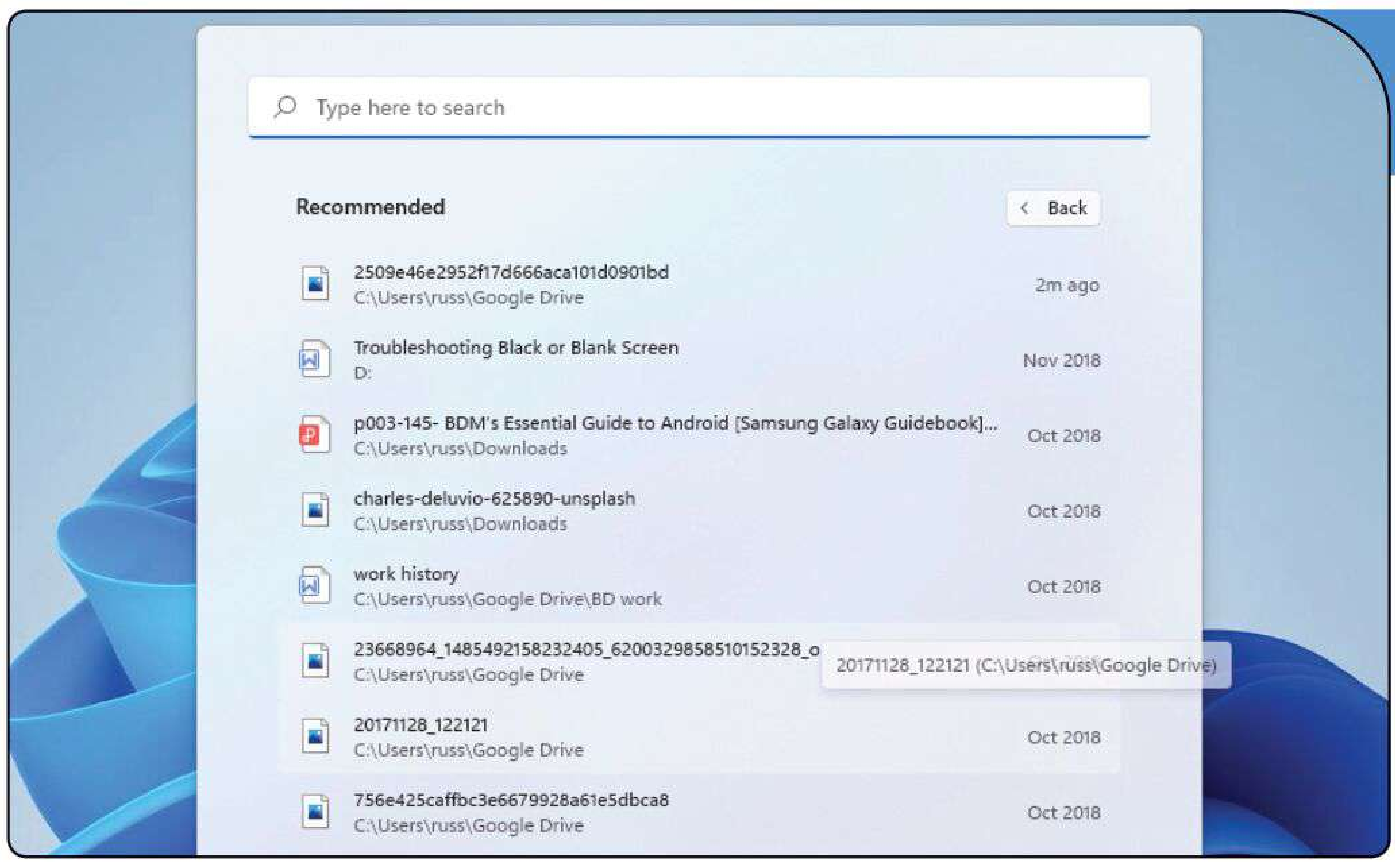
Step 3

If the app you want to open is shown, click the icon to open it. If not, you can click the "All Apps" button to open the full, scrollable list of apps. You can change the apps that appear here by right-clicking on the icon and choosing "Unpin/Pin to Start" from the action menu.


Type here to search
All apps
Back
& # A
B C D E
F G H I
J K L M
N O P Q
R S T U
V W X Y
Z

Step 4

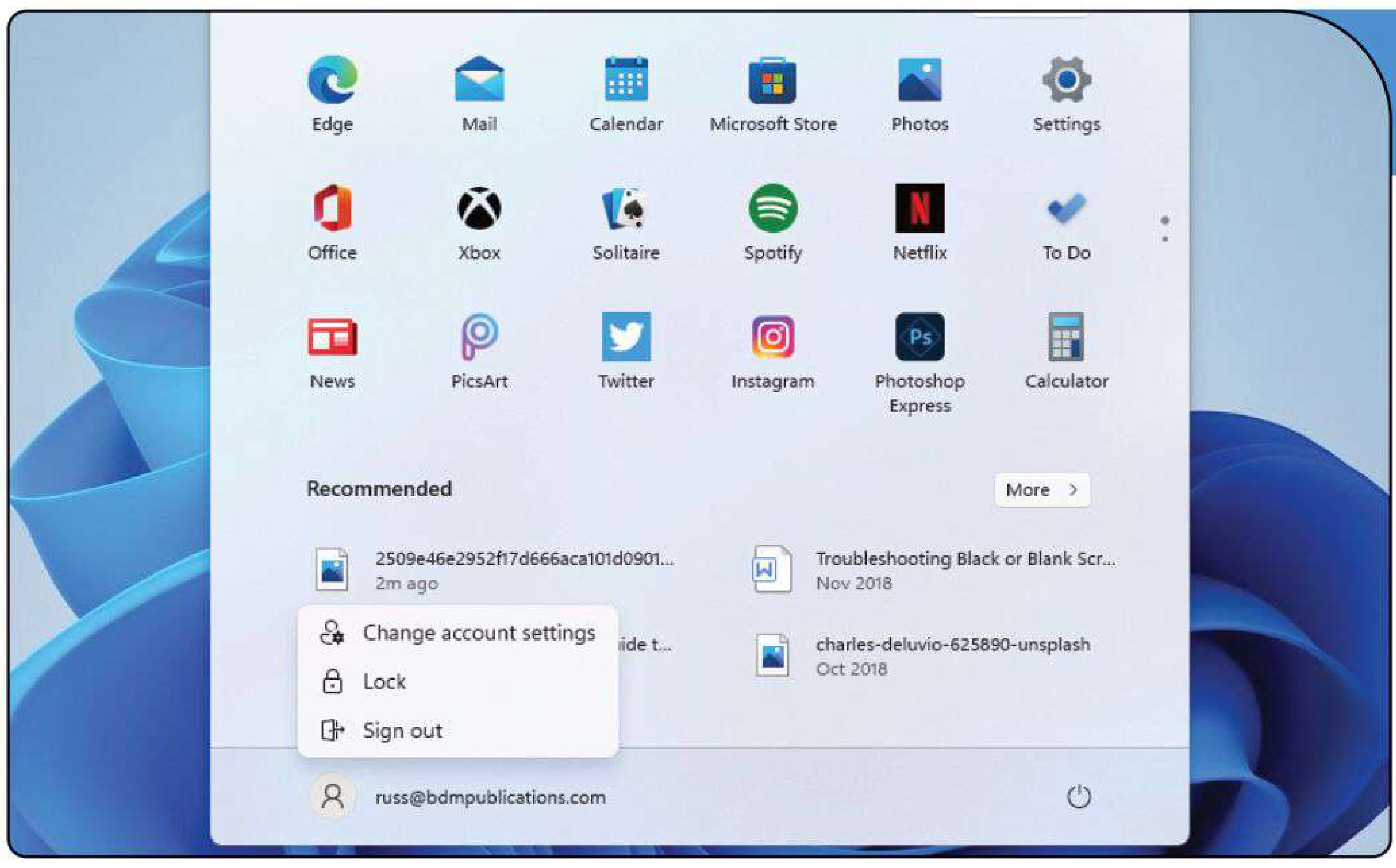
In the app menu, apps are sorted alphabetically, except for a Most Used section at the top. If you click the title of that section (or any other section heading), a letter grid will appear, allowing you to quickly skip to a specific section of the apps list.


Type here to search
Recommended
Back

2509e46e2952f17d666aca101d0901bd C:\Users\russ\Google Drive	2m ago
Troubleshooting Black or Blank Screen D:	Nov 2018
p003-145- BDM's Essential Guide to Android [Samsung Galaxy Guidebook]... C:\Users\russ\Downloads	Oct 2018
charles-deluvio-625890-unsplash C:\Users\russ\Downloads	Oct 2018
work history C:\Users\russ\Google Drive\BD work	Oct 2018
23668964_1485492158232405_6200329858510152328_o C:\Users\russ\Google Drive	20171128_122121 (C:\Users\russ\Google Drive)
20171128_122121 C:\Users\russ\Google Drive	Oct 2018
756e425caffbc3e6679928a61e5dbca8 C:\Users\russ\Google Drive	Oct 2018

Step 5

The Recommended section shows files that have been recently opened, or that have been opened frequently. Click on any icon to open the file in whatever app/program it is associated with. Click the "More" button to the right to open a larger list of files.


Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More
2509e46e2952f17d666aca101d0901...
2m ago
Troubleshooting Black or Blank Scr...
Nov 2018
Change account settings
Lock
Sign out
charles-deluvio-625890-unsplash
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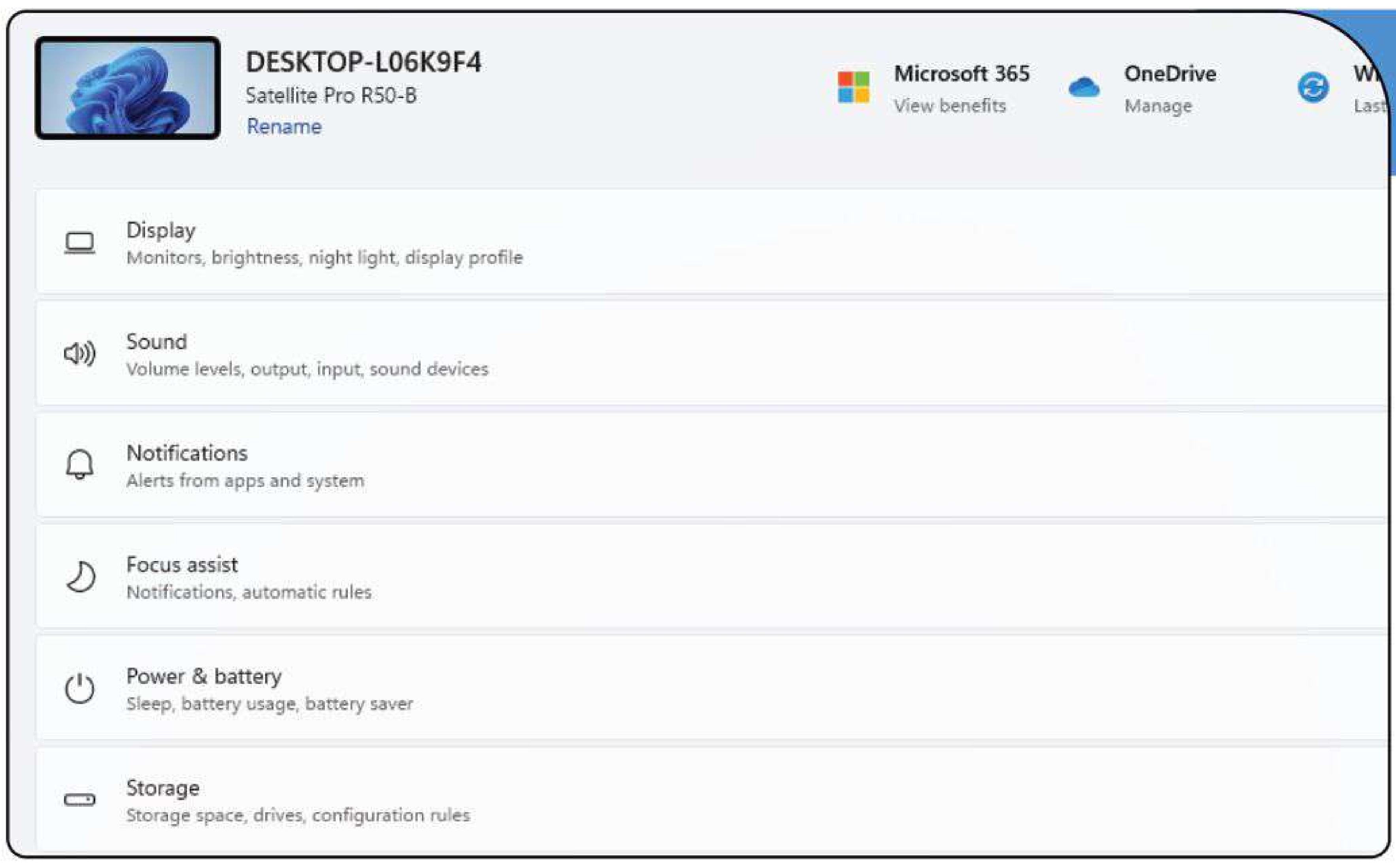
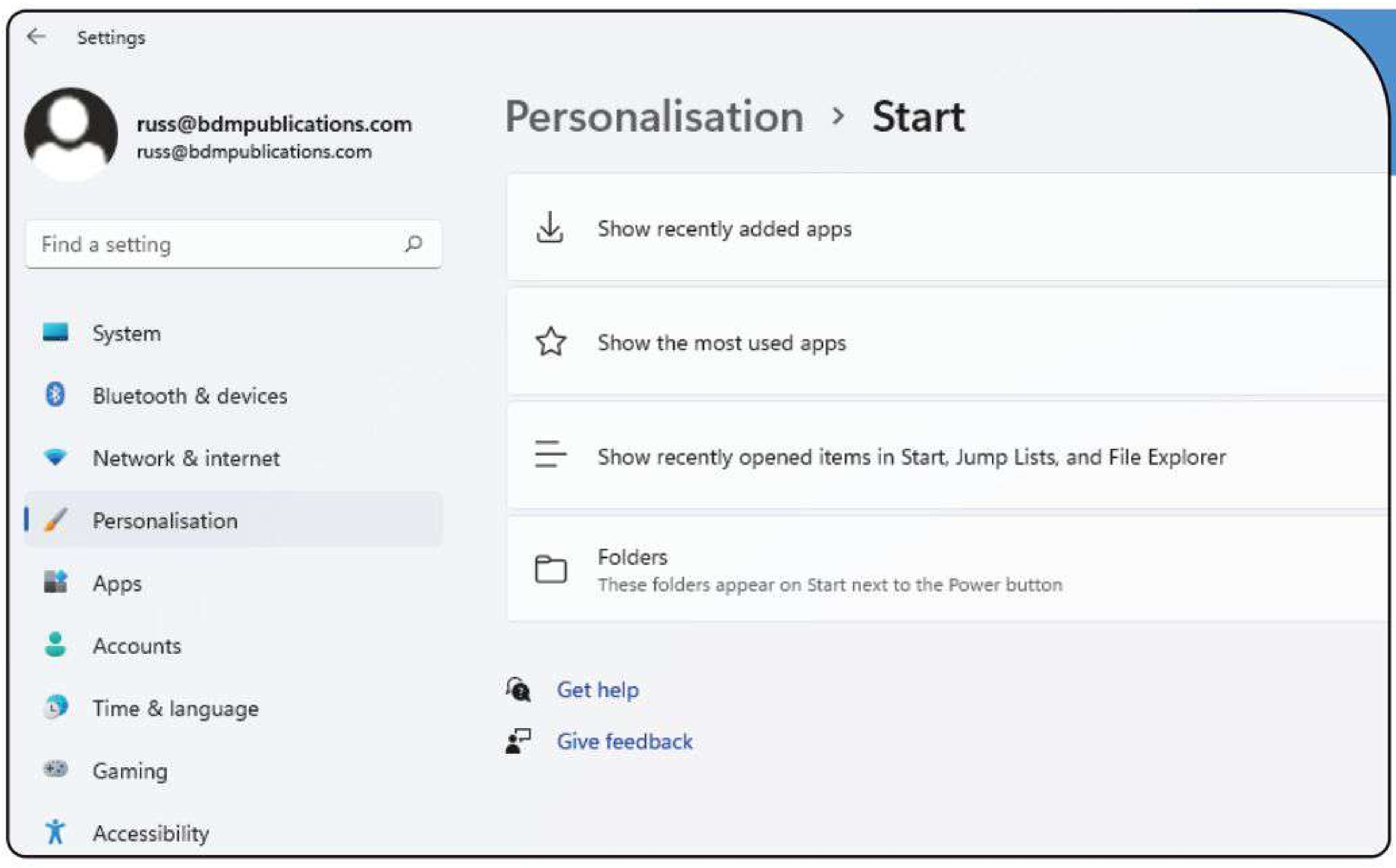
Step 6

The bottom section contains a link to the Microsoft Account menu. Click this to change account settings, lock your computer or sign out of the current account. At the other end of the section is the power button. Click this and choose from the available power options.


DESKTOP-L06K9F4
Satellite Pro R50-B
Rename
Microsoft 365
View benefits
OneDrive
Manage
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system
Focus assist
Notifications, automatic rules
Power & battery
Sleep, battery usage, battery saver
Storage
Storage space, drives, configuration rules

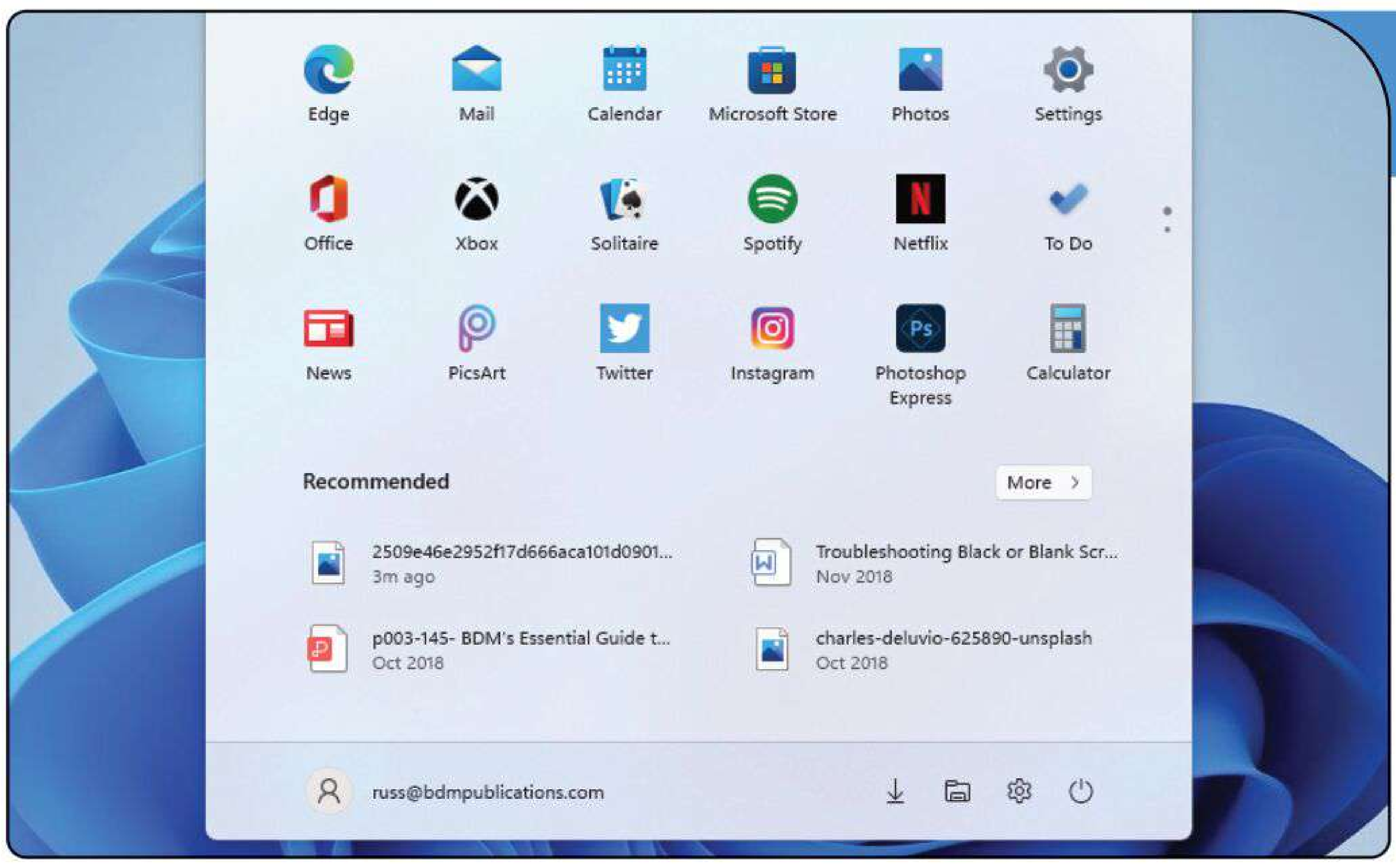
Step 7

It is also possible to display your most used apps and a selection of folders in the Start menu. To enable these features, open the main settings menu (you should see the icon for this in the pinned apps) and click on the Personalisation section. Then choose the Start option.


Settings
russ@bdmpublications.com
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Personalisation › Start
Show recently added apps
Show the most used apps
Show recently opened items in Start, Jump Lists, and File Explorer
Folders
These folders appear on Start next to the Power button
Get help
Give feedback

Step 8

Use the sliders to enable or disable Start menu features you want or no longer want. To add folders to the Start menu, click the folders option in the Start settings and then use the slider switches to add any of the preset folders you want or need quick access to.


Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More
2509e46e2952f17d666aca101d0901...
3m ago
Troubleshooting Black or Blank Scr...
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p003-145- BDM's Essential Guide t...
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charles-deluvio-625890-unsplash
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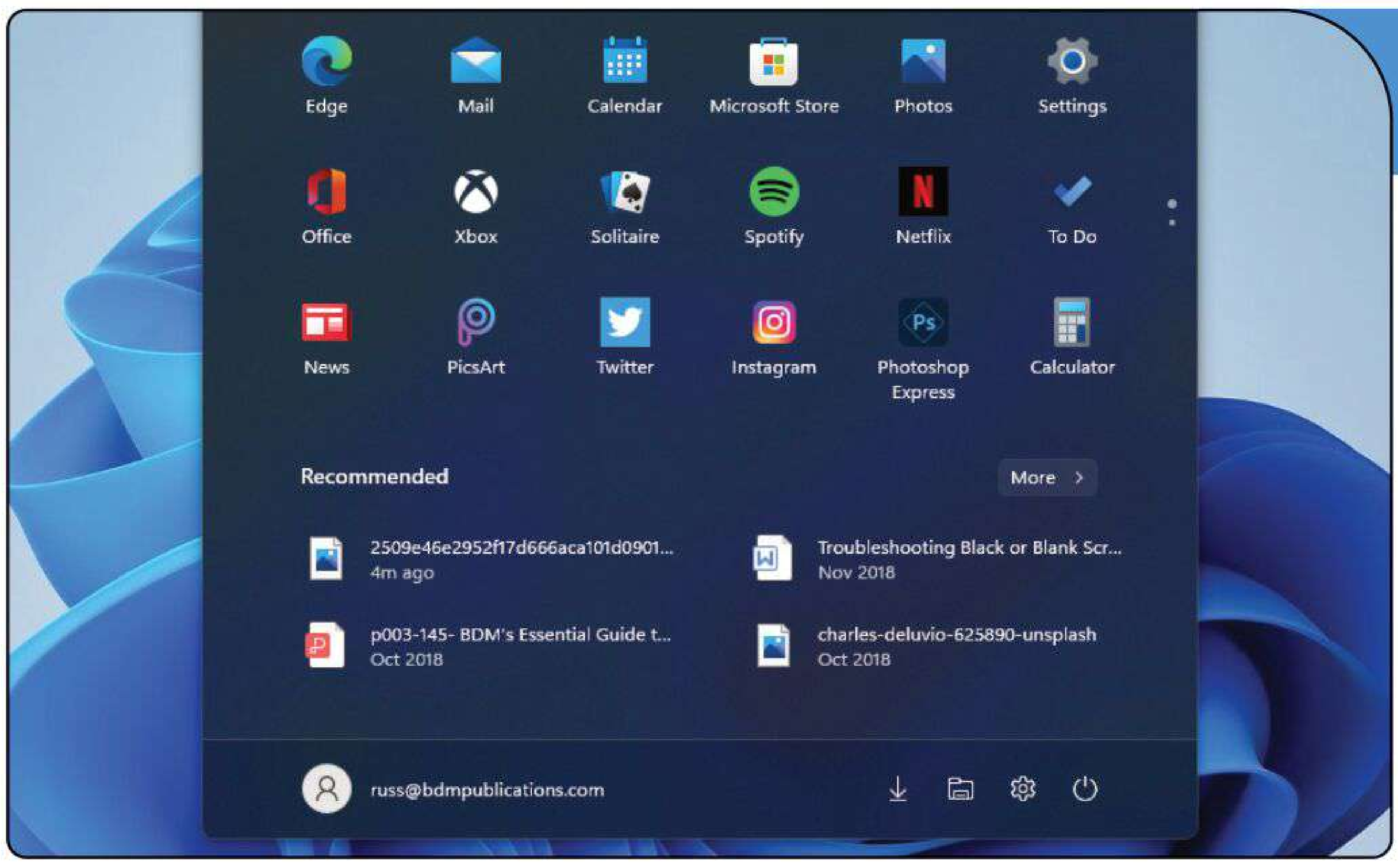
russ@bdmpublications.com

Step 9

Open the Start menu again to see the newly added (or removed features). You may not initially notice any difference to the apps list if you have not yet used any apps repeatedly. The folders you added can be found next to the power button in the bottom section.


Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More
2509e46e2952f17d666aca101d0901...
4m ago
Troubleshooting Black or Blank Scr...
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Oct 2018
russ@bdmpublications.com

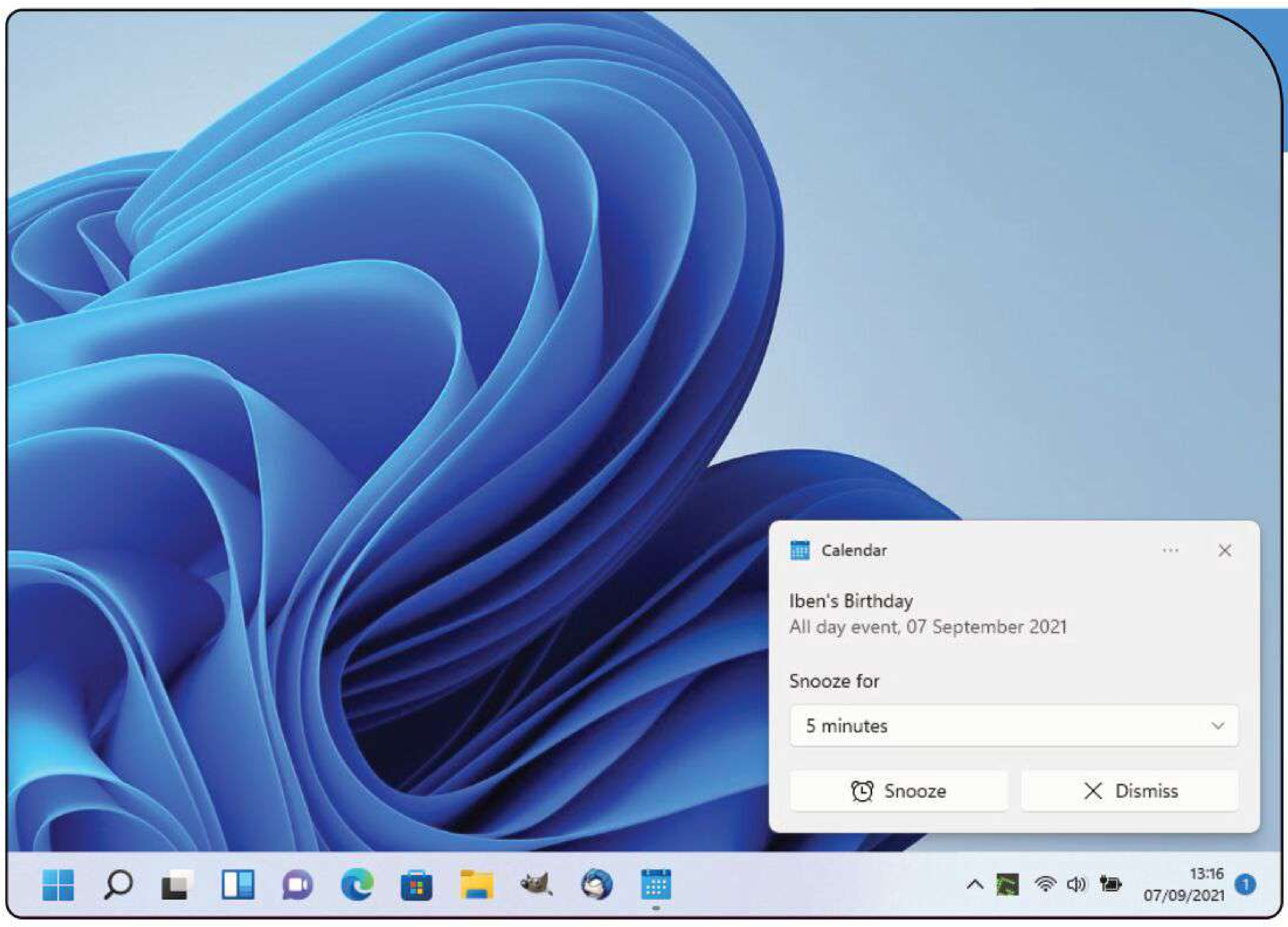
Step 10

It is not possible to resize the Start menu, nor is it possible to change the style of it. You can change the overall colour mode (light, dark or custom), which will change the colour of the Start menu along with other main elements of the interface such as the taskbar.

Notifications & Quick Settings

There have always been pop-up messages in Windows but now there is a centralised way in which these are viewed and interacted with. In Windows 11, this is called the Notification Center, it is designed to work more like the notifications panel on a smartphone or tablet.

Exploring the Notification Center



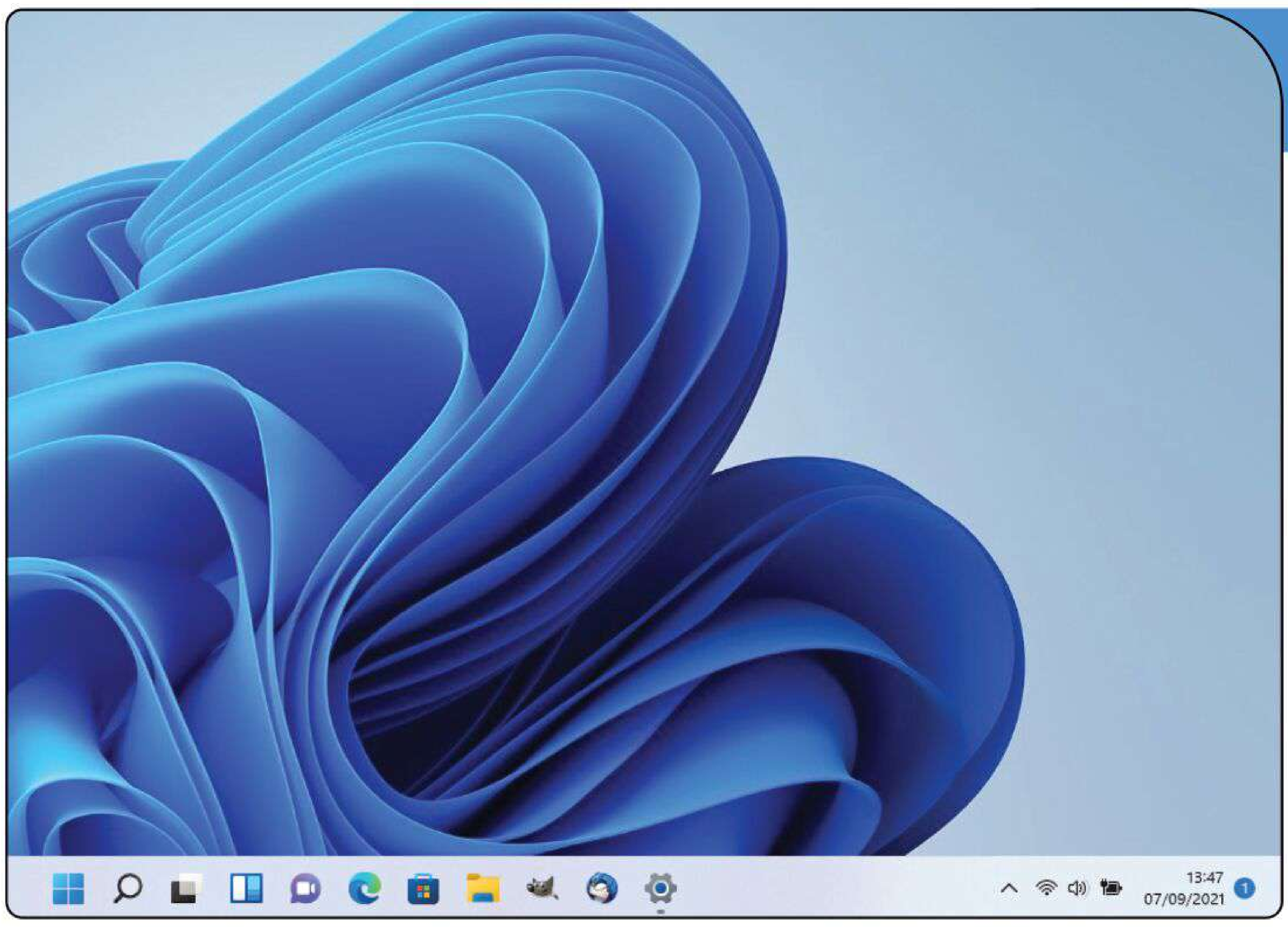
Calendar

Iben's Birthday
All day event, 07 September 2021

Snooze for: 5 minutes

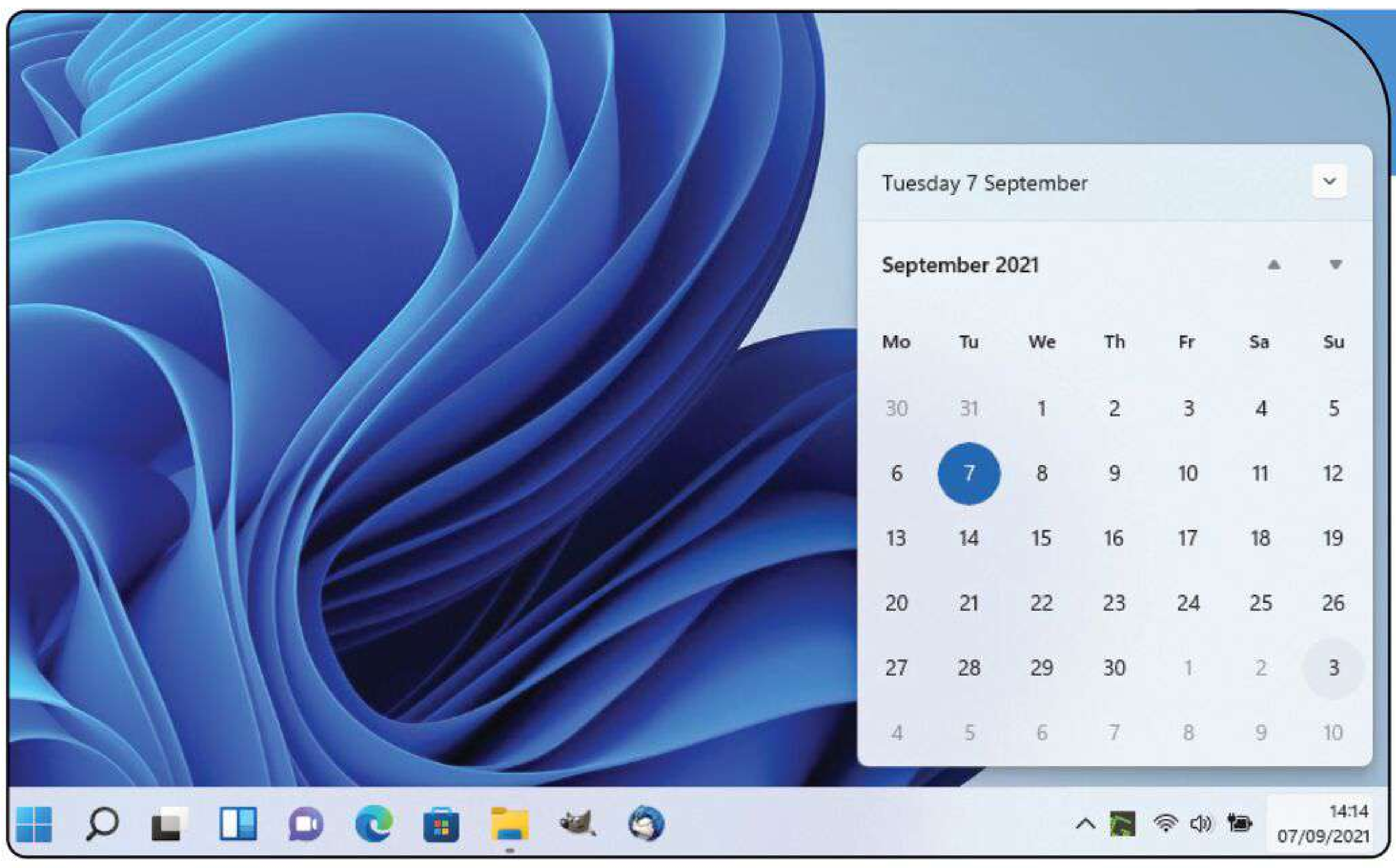
Step 1

New notifications and alerts will pop up at the bottom-right corner of the screen (by default, but you can change the notification settings), disappearing after a few seconds. After the initial pop-up has disappeared, you can view all current notifications by clicking on the time/date in the taskbar.



Step 2

You can see if there are new notifications waiting to be viewed by the badge that will appear on the corner of the time/date in the taskbar. You can turn off these badges in the settings, but they are a useful and unobtrusive way to see, at a glance, if you have something requiring your attention.



Tuesday 7 September

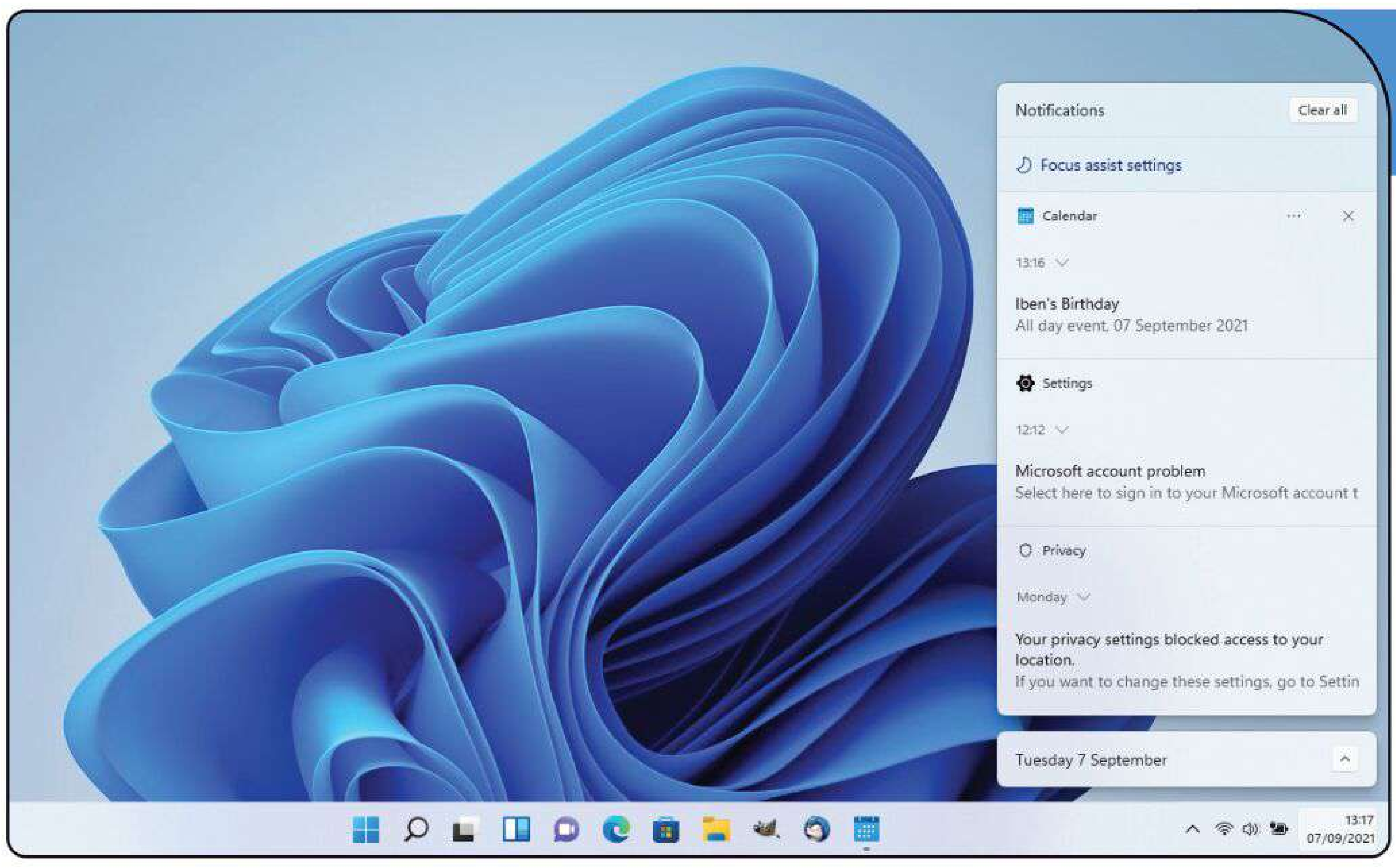
September 2021

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

14:14
07/09/2021

Step 3

Unlike Windows 10, the Notification Center (which was called the Action Center previously) only contains notifications and alerts, not quick settings. It does include the calendar now, which is expanded by clicking the arrow next to the date at the bottom of the notification panel.



Notifications

Calendar

13:16

Iben's Birthday
All day event, 07 September 2021

Settings

12:12

Microsoft account problem
Select here to sign in to your Microsoft account t

Privacy

Monday

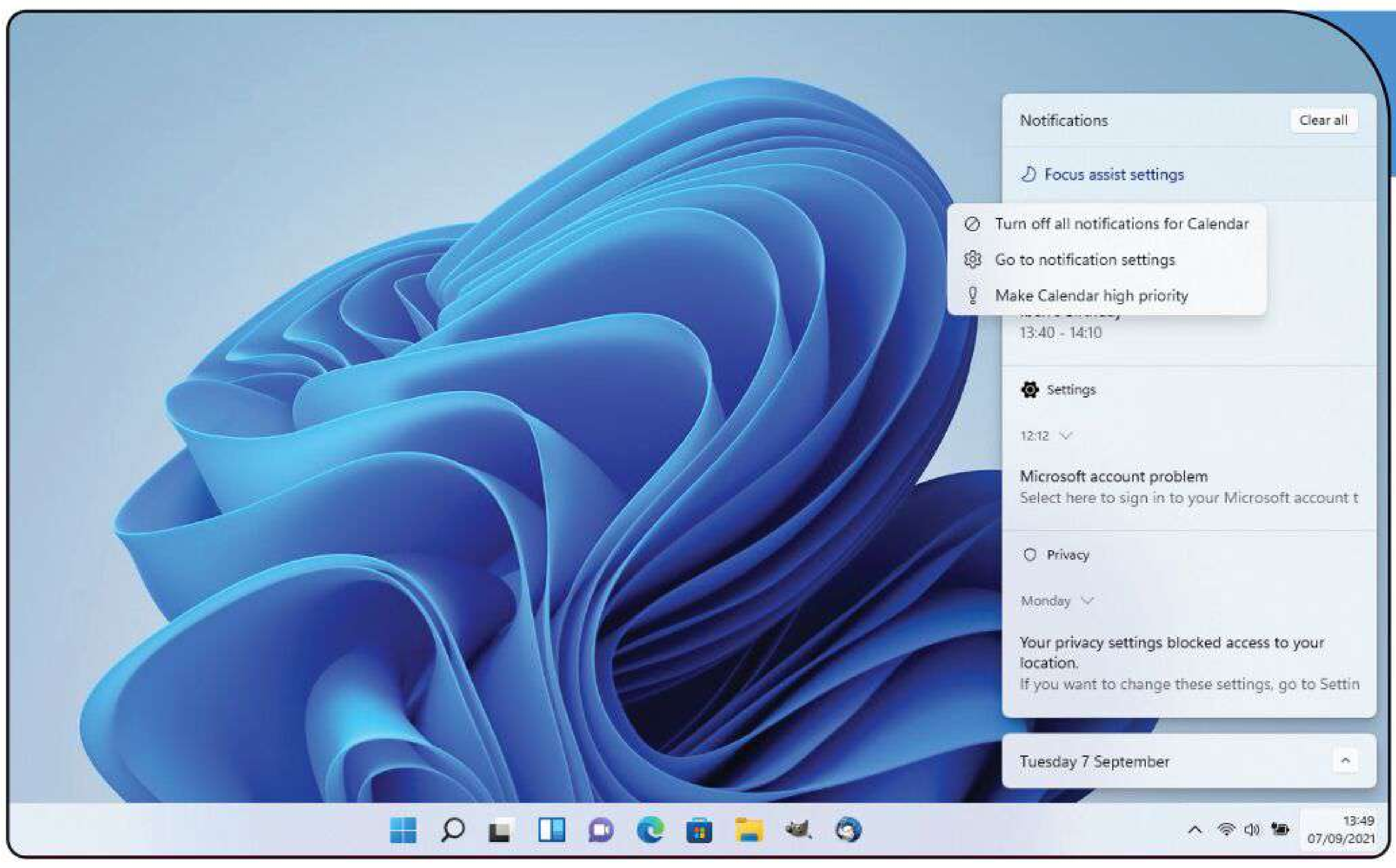
Your privacy settings blocked access to your location.
If you want to change these settings, go to Settin

Tuesday 7 September

Clear all
Focus assist settings
13:17
07/09/2021

Step 4

Above the calendar section is your notification panel. Notifications can be from the system (Windows updates for example), from your calendar, from apps and even from settings that need to be managed. Notifications are sorted into sections within the notifications panel; based on their type.



Notifications

13:40 - 14:10

Settings

12:12

Microsoft account problem
Select here to sign in to your Microsoft account t

Privacy

Monday

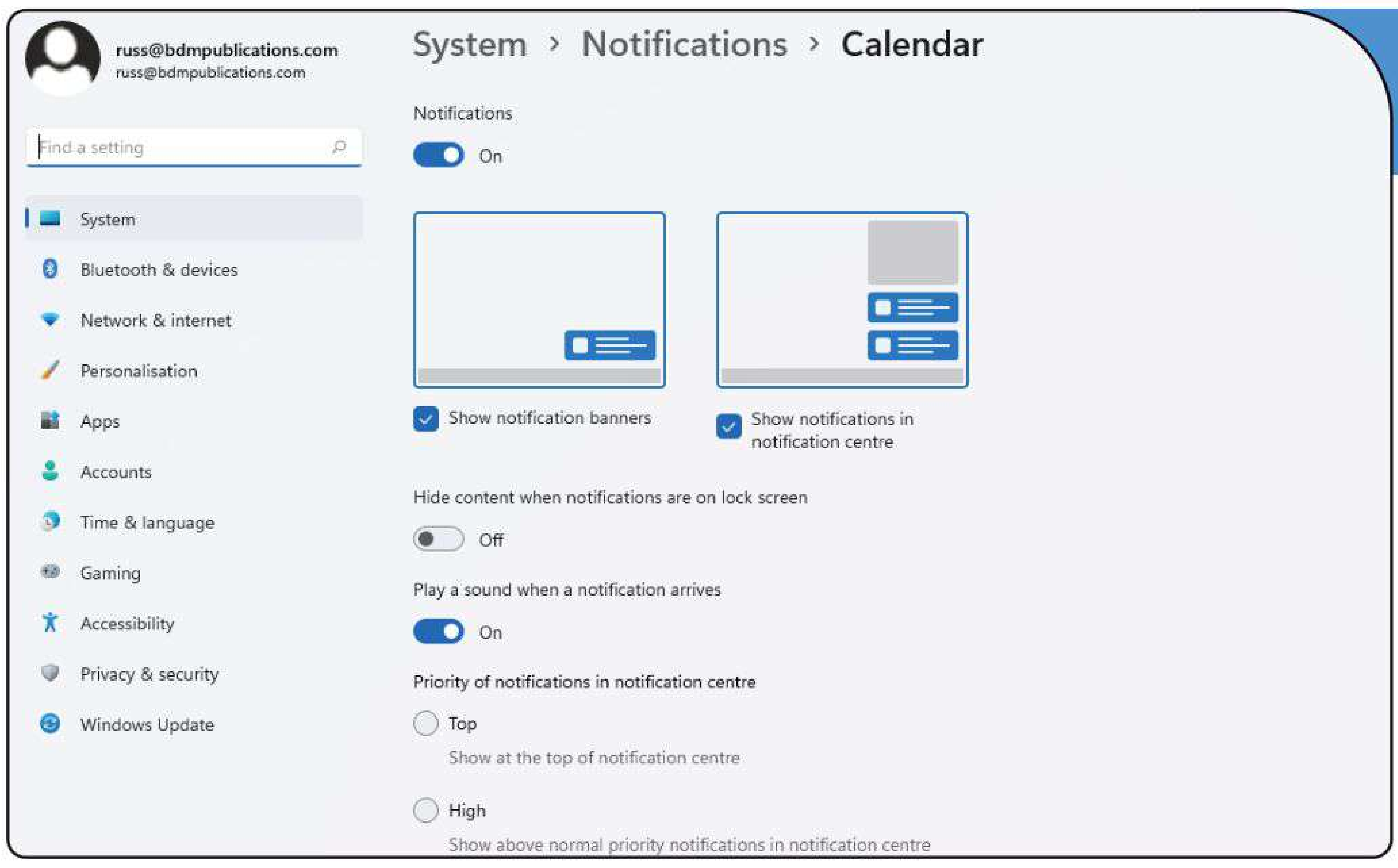
Your privacy settings blocked access to your location.
If you want to change these settings, go to Settin

Tuesday 7 September

Clear all
Focus assist settings
Turn off all notifications for Calendar
Go to notification settings
Make Calendar high priority
13:49
07/09/2021

Step 5

At the top of the Notifications panel is a button to clear all notifications. You can clear notifications individually by hovering the pointer over them and clicking the X. You can also click the menu button on each notification to see some notification settings, such as setting similar messages as a priority.



russ@bdmpublications.com
russ@bdmpublications.com

System › Notifications › Calendar

Notifications
On

☑ Show notification banners

☑ Show notifications in notification centre

Hide content when notifications are on lock screen
Off

Play a sound when a notification arrives
On

Priority of notifications in notification centre

○ Top
Show at the top of notification centre

○ High
Show above normal priority notifications in notification centre

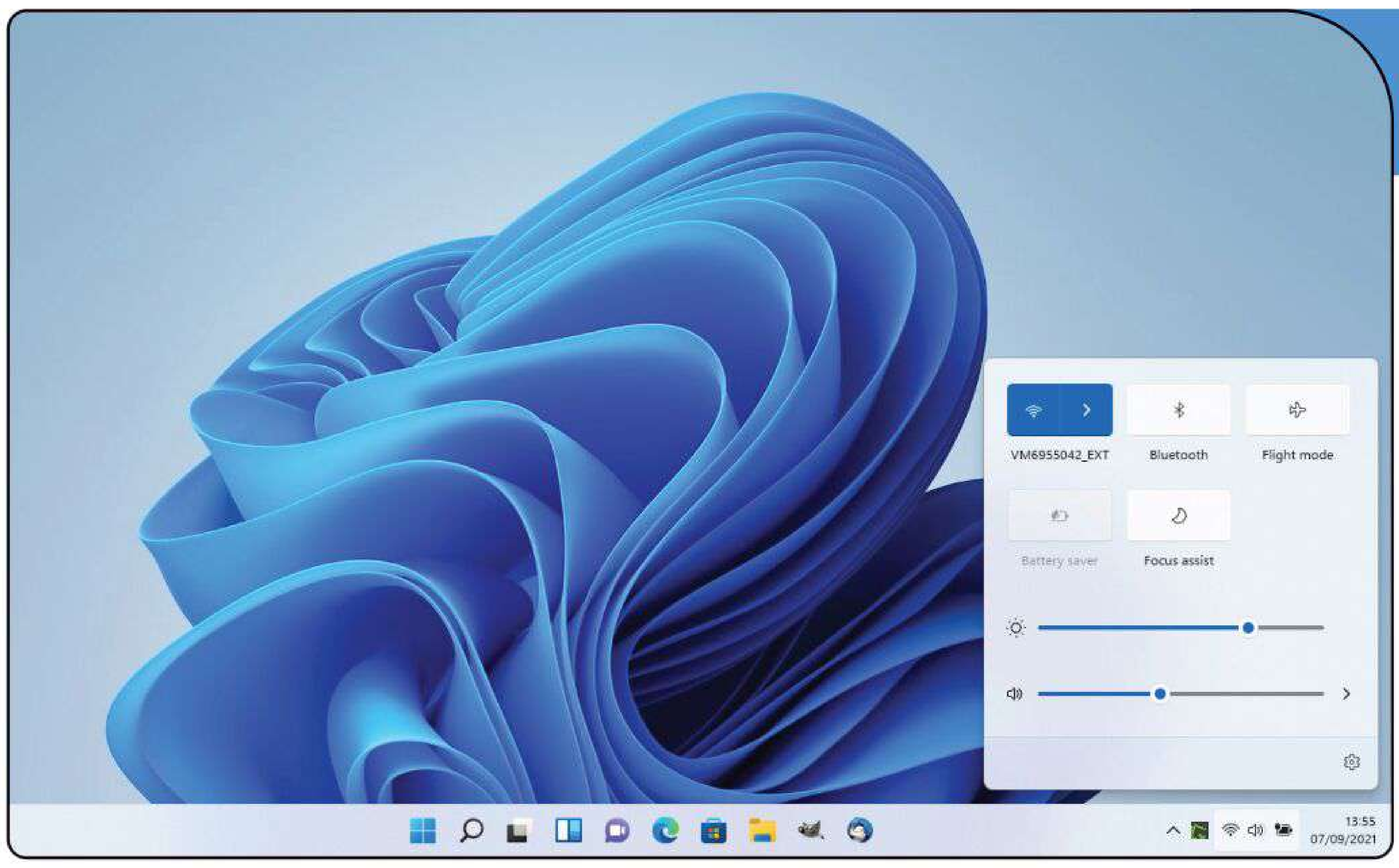
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update

Step 6

To manage your notification display settings, go to Settings > System > Notifications. Here you can choose the apps/features which can send you notifications, using the slider switches. Click the name of the app to see further settings, such as whether a sound is played, and the priority level.

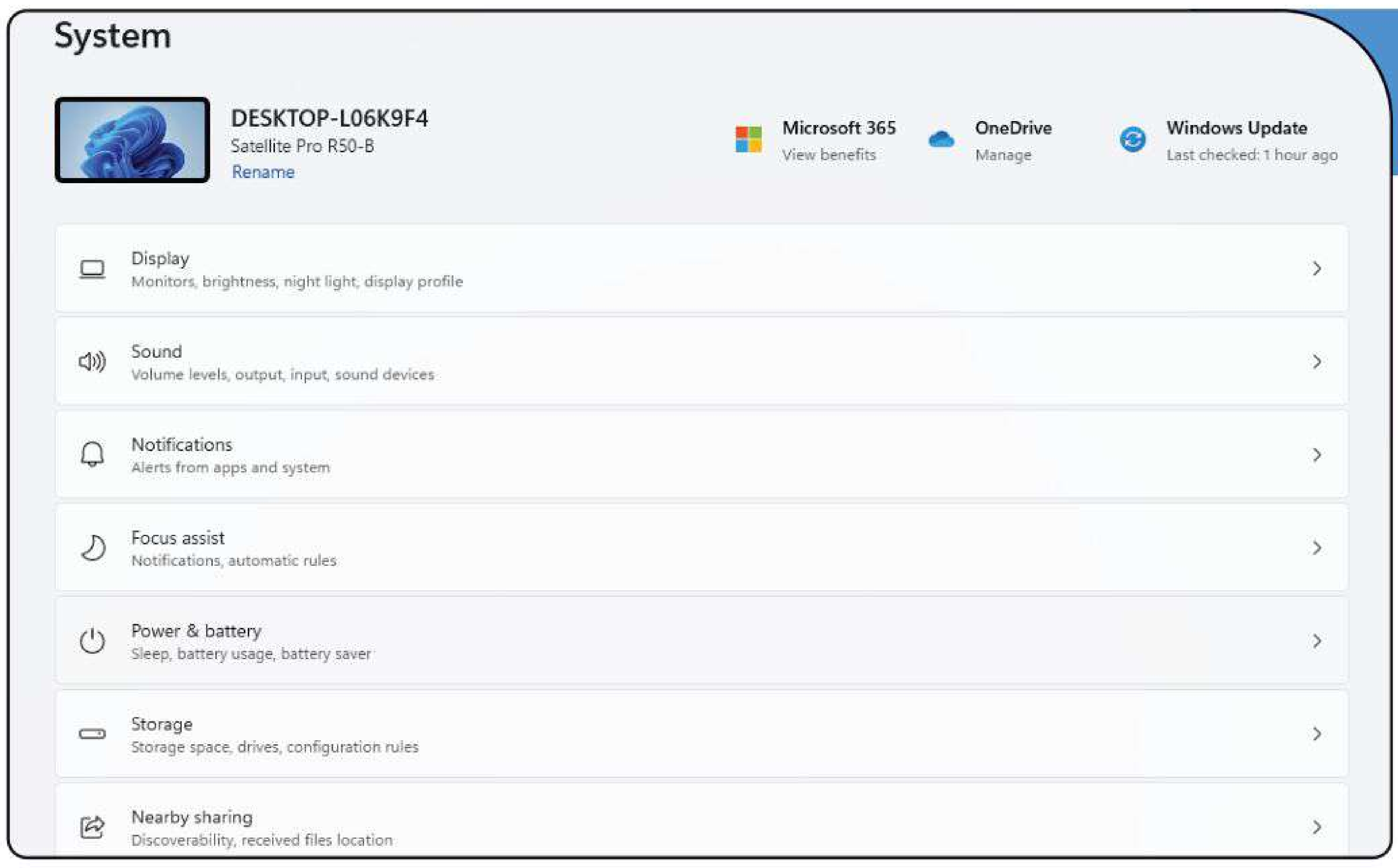
Quick Settings Panel

Step 1


VM6955042_EXT
Bluetooth
Flight mode
Battery saver
Focus assist
13:55
07/09/2021

To access the quick settings panel in Windows 11, press Windows Key + a. The panel will appear in the same position on screen as the Notification Center. By default the panel contains buttons to quickly enable/disable Wi-Fi, Bluetooth, Flight Mode, Battery Saver (if using a laptop) and Focus Assist.

Step 2



System

DESKTOP-L06K9F4
Satellite Pro R50-B
Rename

Microsoft 365
View benefits

OneDrive
Manage

Windows Update
Last checked: 1 hour ago

Display
Monitors, brightness, night light, display profile

Sound
Volume levels, output, input, sound devices

Notifications
Alerts from apps and system

Focus assist
Notifications, automatic rules

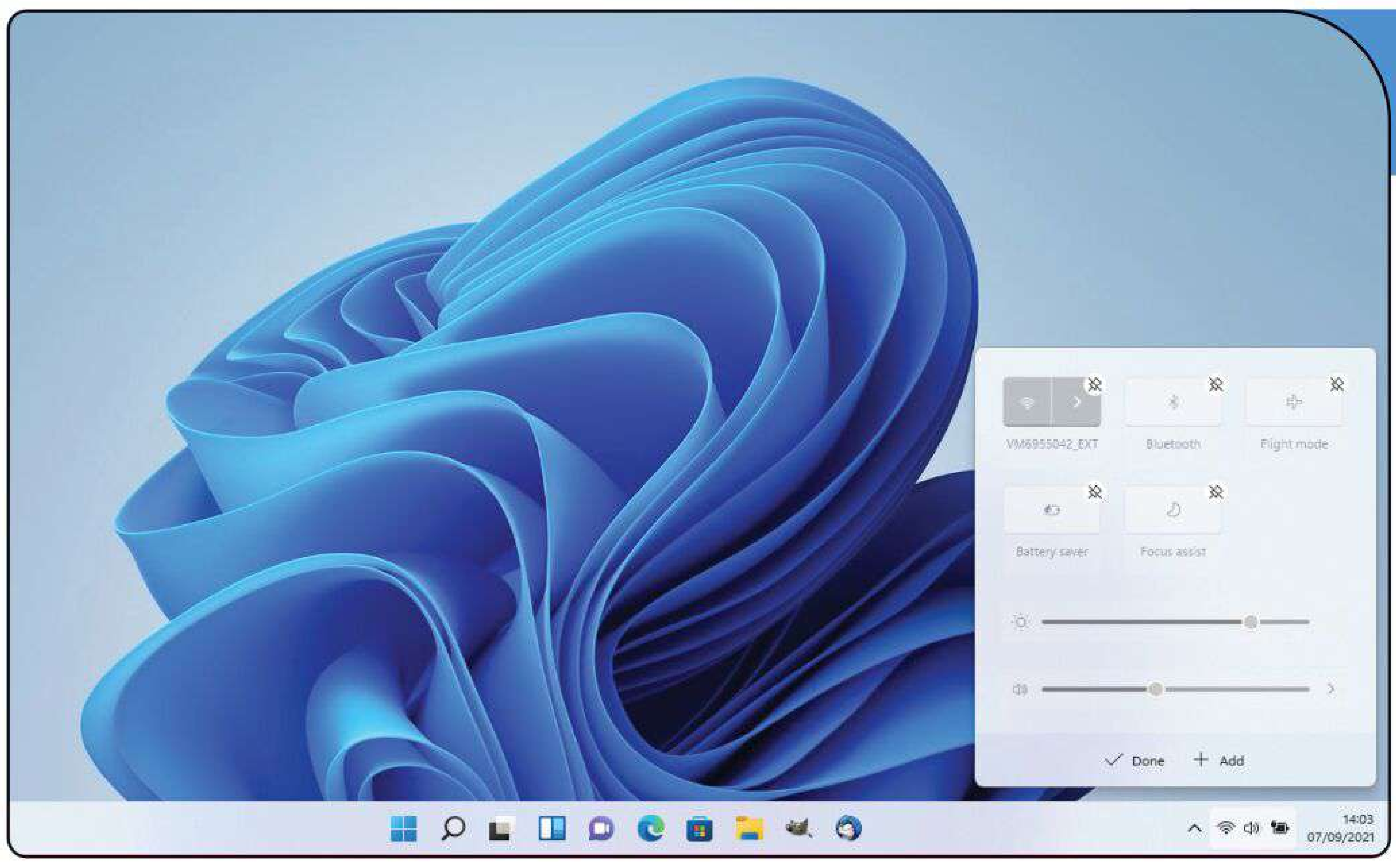
Power & battery
Sleep, battery usage, battery saver

Storage
Storage space, drives, configuration rules

Nearby sharing
Discoverability, received files location

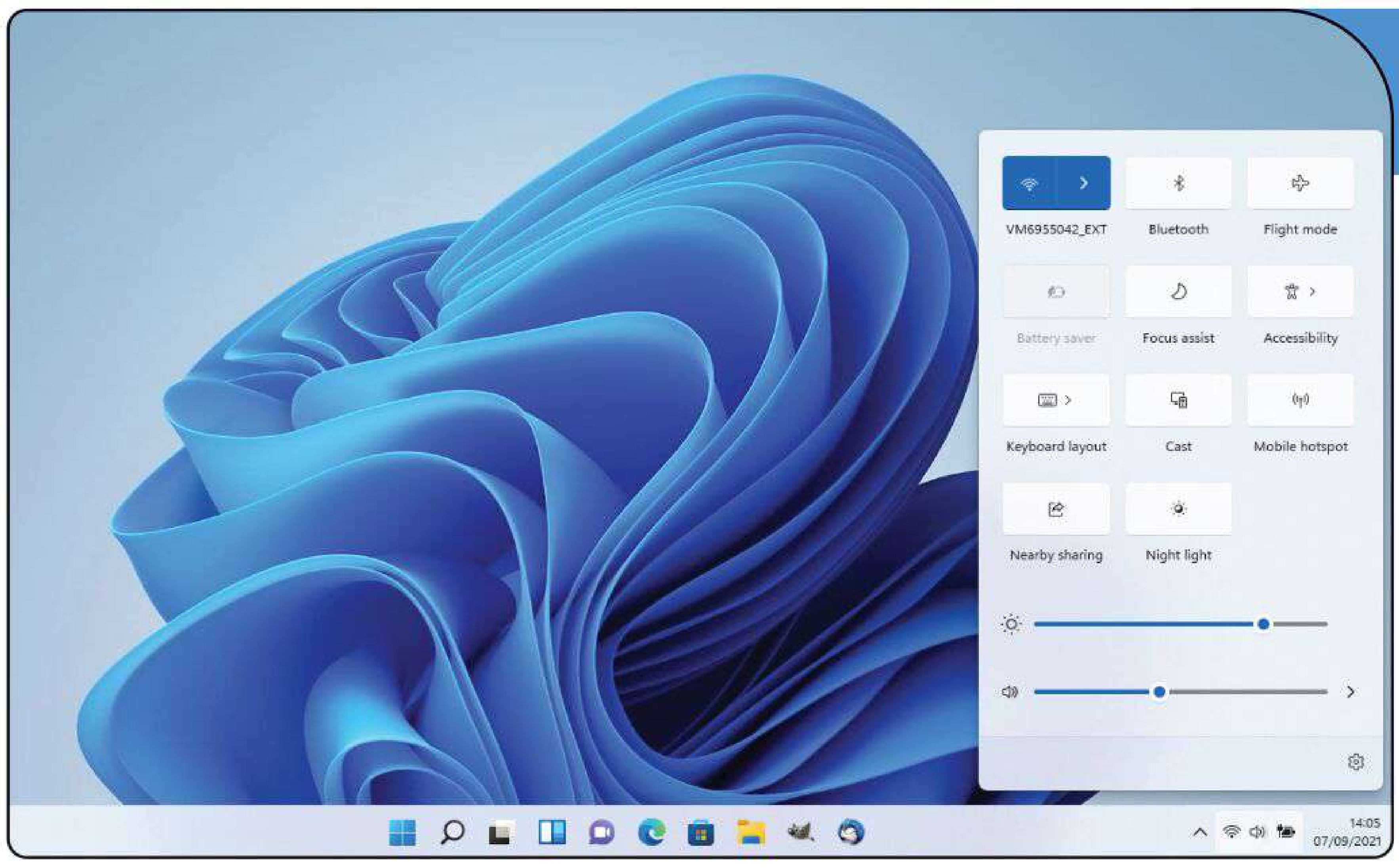
There are also sliders to control screen brightness and system volume. The exact settings that appear in the quick settings panel will vary, depending on if you are using a desktop or a laptop computer. At the bottom of the panel is a button to open the main Windows 11 settings app.

Step 3


VM6955042_EXT
Bluetooth
Flight mode
Battery saver
Focus assist
Done
Add
14:03
07/09/2021

Right-click anywhere on the Quick Settings panel to see a link to "Edit quick settings". Click this and the buttons will be greyed out, and unpin icons will appear on each. Click these to remove a button from the panel. You can also click the + button at the bottom to add other quick settings buttons.

Step 4

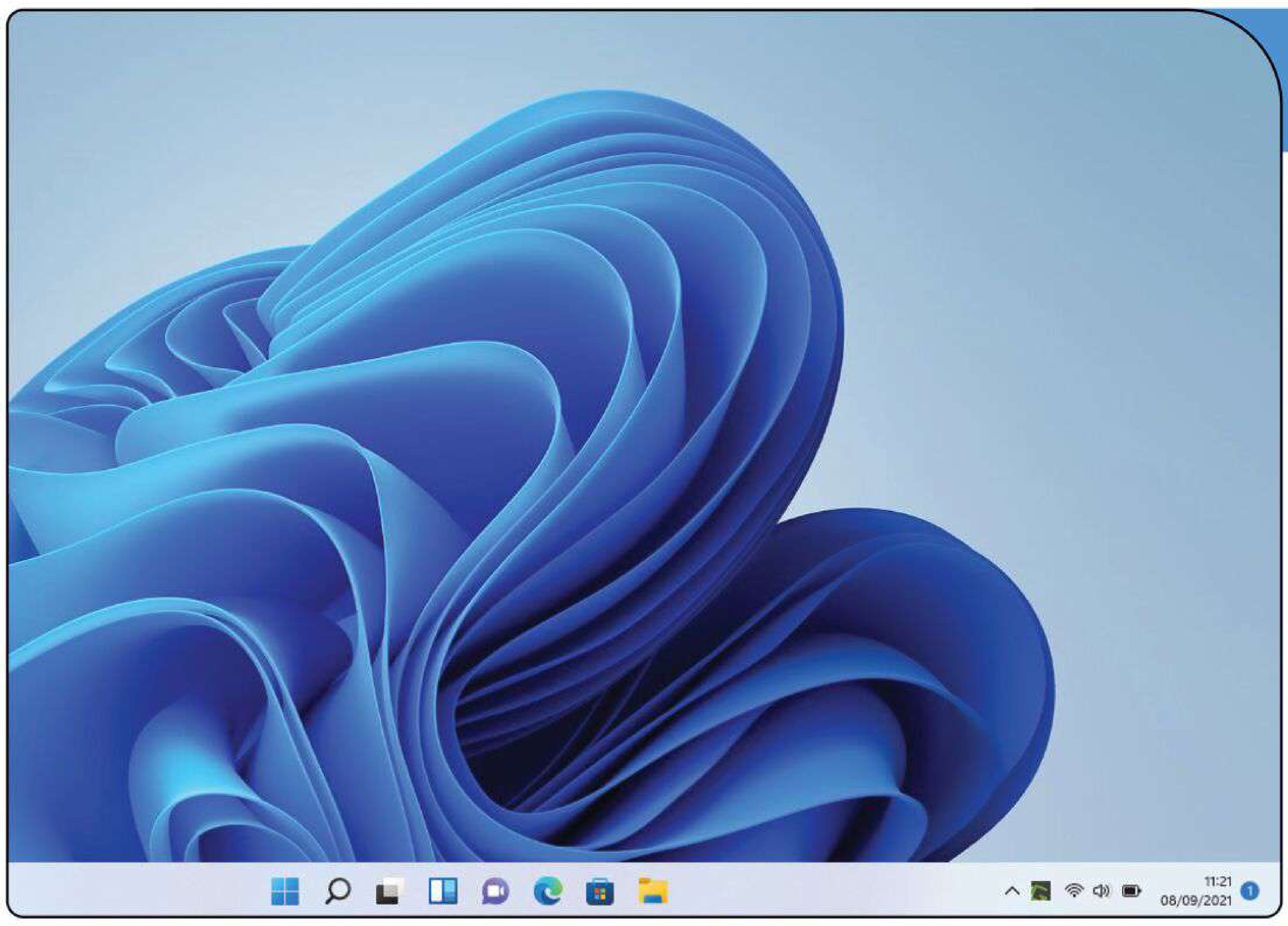

VM6955042_EXT
Bluetooth
Flight mode
Battery saver
Focus assist
Accessibility
Keyboard layout
Cast
Mobile hotspot
Nearby sharing
Night light
14:05
07/09/2021

Some of the quick settings buttons will have an arrow on the button. Clicking these buttons will open a new panel, with further options for that particular feature. For example, the Wi-Fi button will open a list of available networks, and Keyboard Layout will open a list of the different layouts available.

How to Use the Taskbar

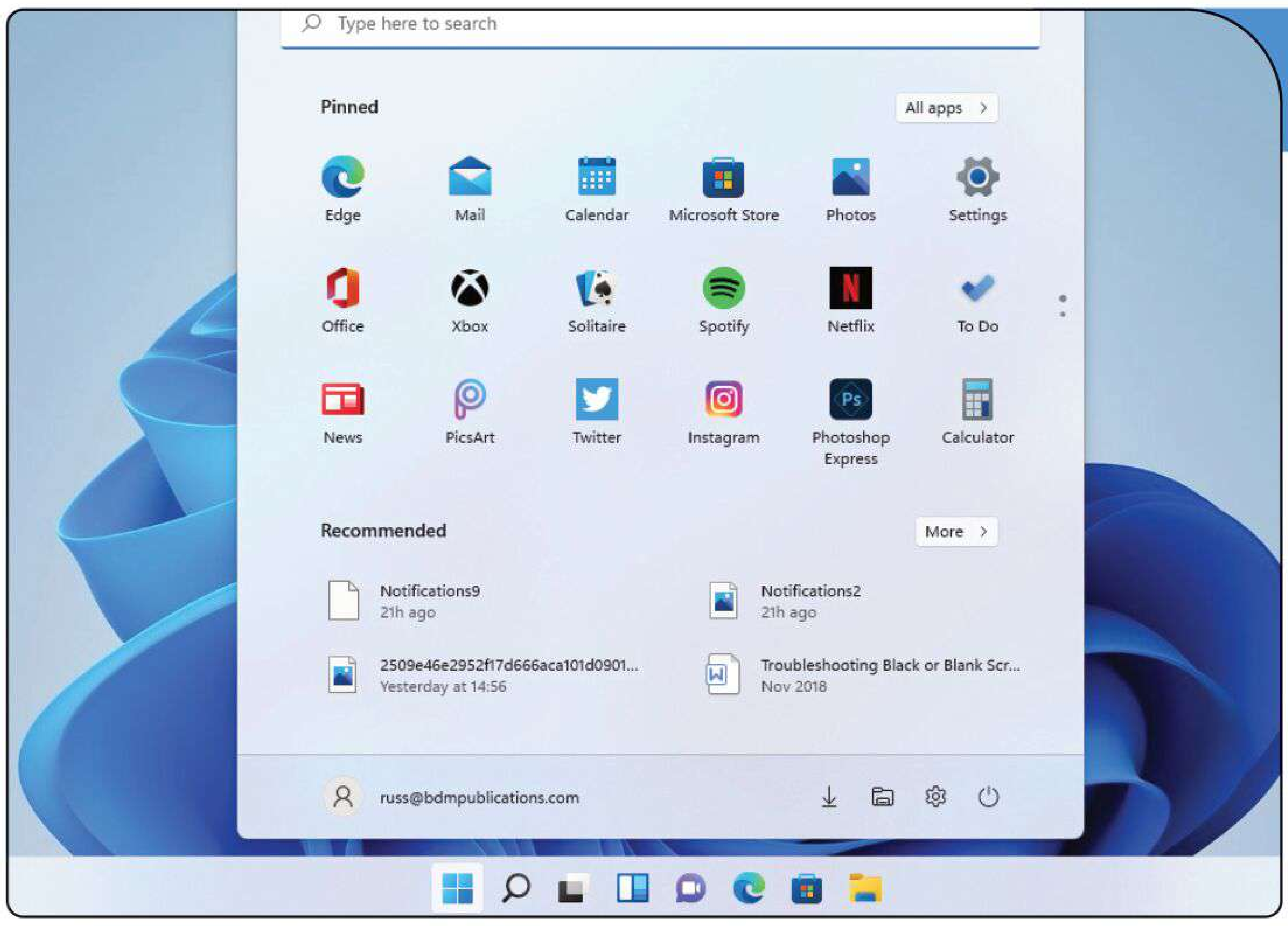
If you're moving from Windows 10 to Windows 11, the taskbar will likely be the first change you notice. The taskbar has always been a useful tool, but in Windows 11 it becomes the focus of the desktop and contains more features and tools.

Mastering the Windows 11 Taskbar


11:21
08/09/2021

Taskbar Layout

The taskbar runs the full length of the bottom of the screen, and is now divided into two main sections: Start Menu/Pinned App and System Tools. In Windows 11 the taskbar app icons are arranged in the centre of the taskbar (although this can be changed), with system tools on the right.


Type here to search
Pinned
All apps
Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More
Notifications9
21h ago
Notifications2
21h ago
2509e46e2952f17d666aca101d0901...
Yesterday at 14:56
Troubleshooting Black or Blank Scr...
Nov 2018
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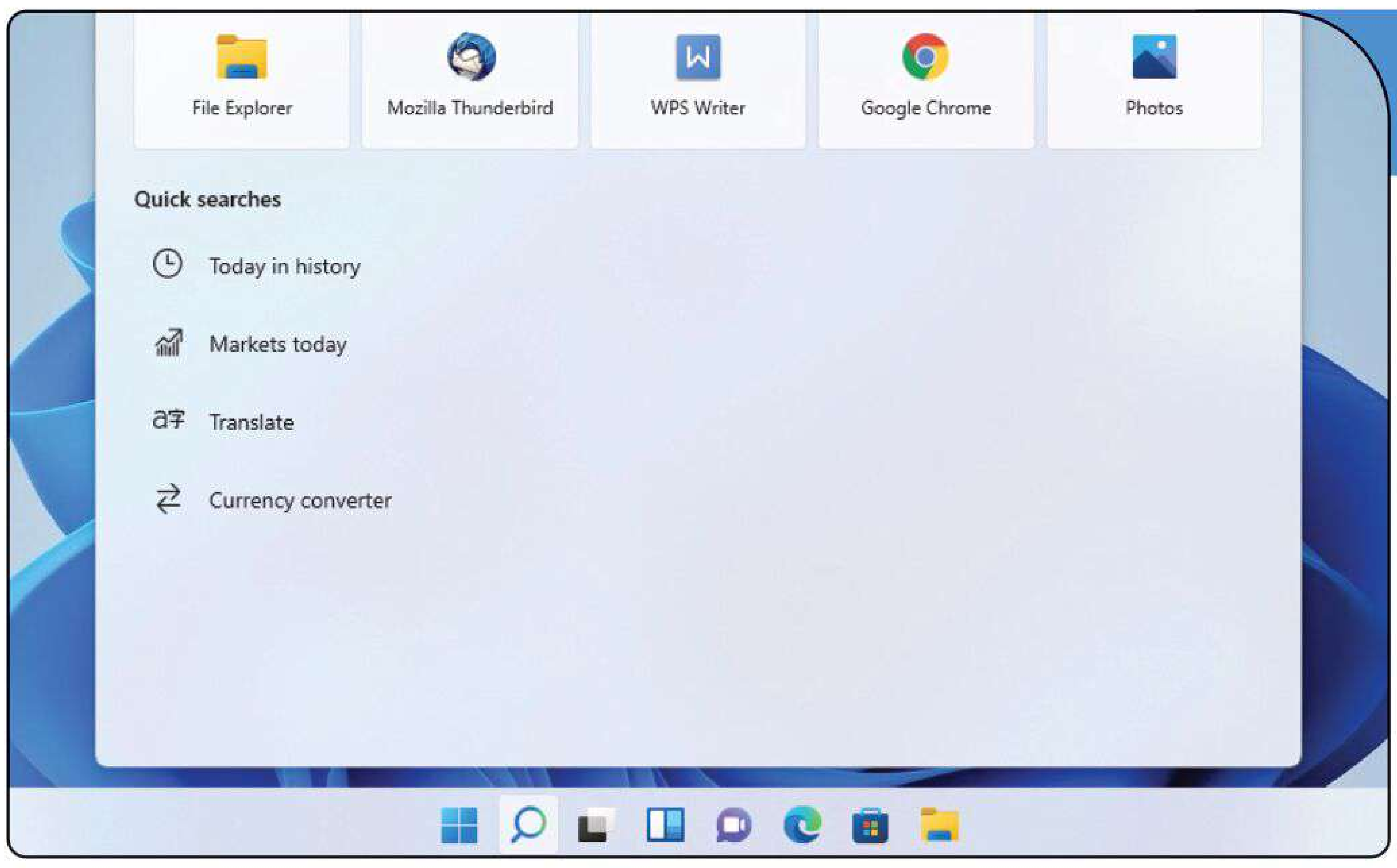
Start Menu

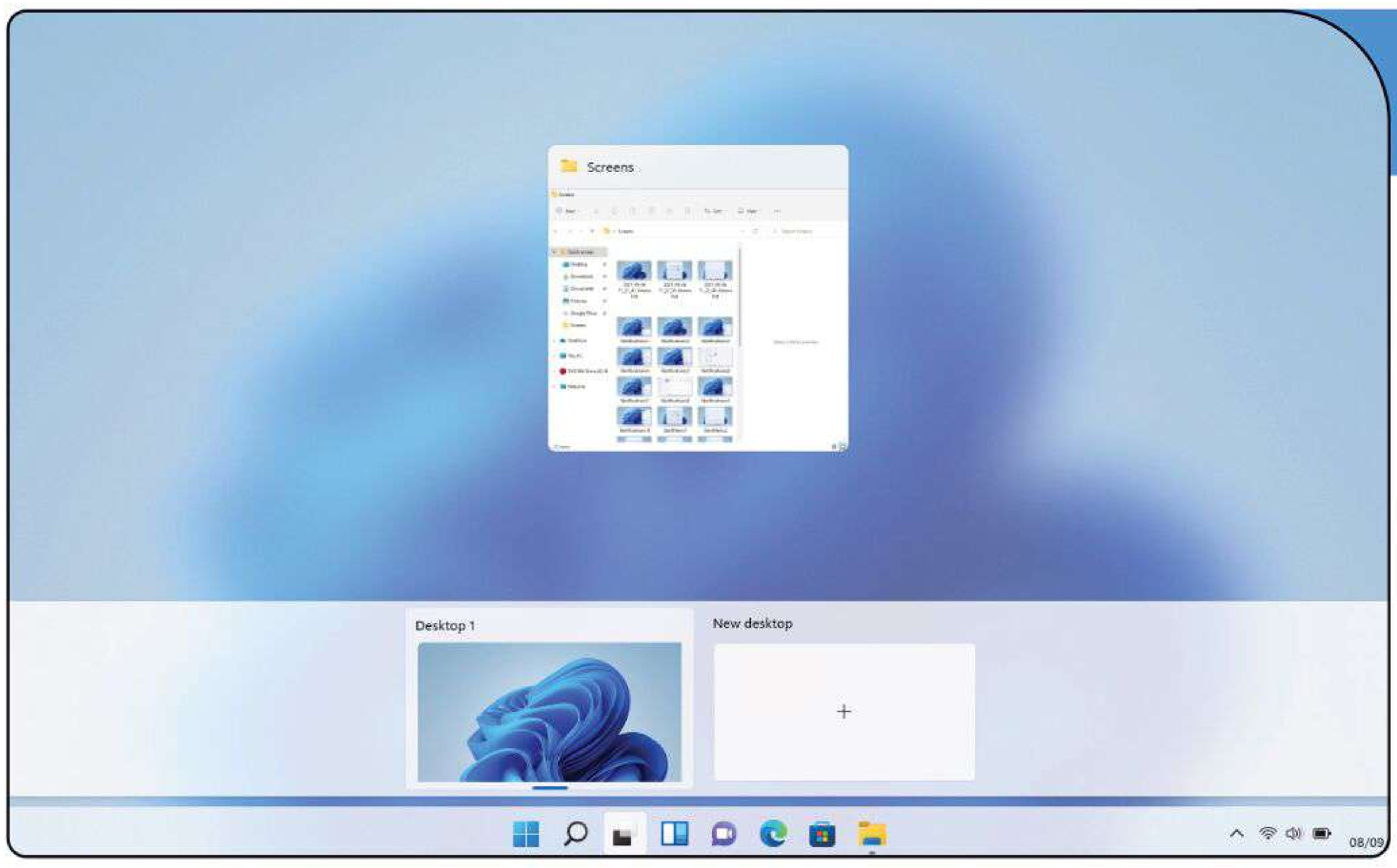
The first icon in the row of taskbar icons is the Start menu button. Clicking this opens the Start menu directly above the icons. You can right-click the Start menu button to see a jump menu of additional links and tools. These include a shortcut to shut down or sign out of your computer.

Search Tool


File Explorer
Mozilla Thunderbird
WPS Writer
Google Chrome
Photos
Quick searches
Today in history
Markets today
Translate
Currency converter

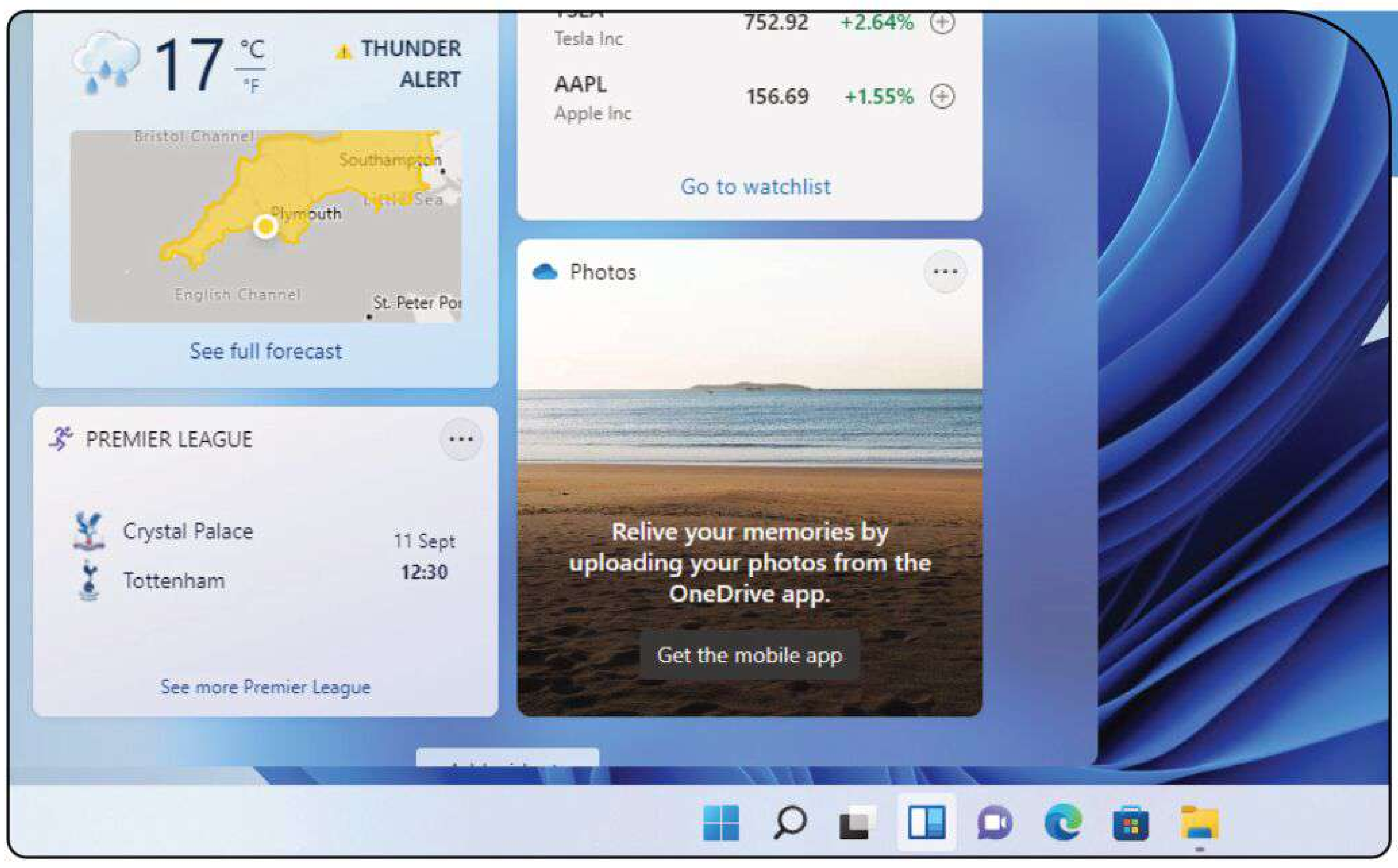
The embedded search field of Windows 10 is gone, replaced by a button (magnifying glass) that opens a new system search panel. This unified search allows you to not only search for things on your computer, but also in OneDrive and for results from websites. As you begin typing, search suggestions appear.

Task View


Screens
Desktop 1
New desktop
+

The third button in the row of taskbar icons opens Task View. Task View is not a new feature to Windows, but it has been slightly changed and streamlined for this version. Task View allows you to quickly see every app and window you have open, switch between them and even create new desktops.

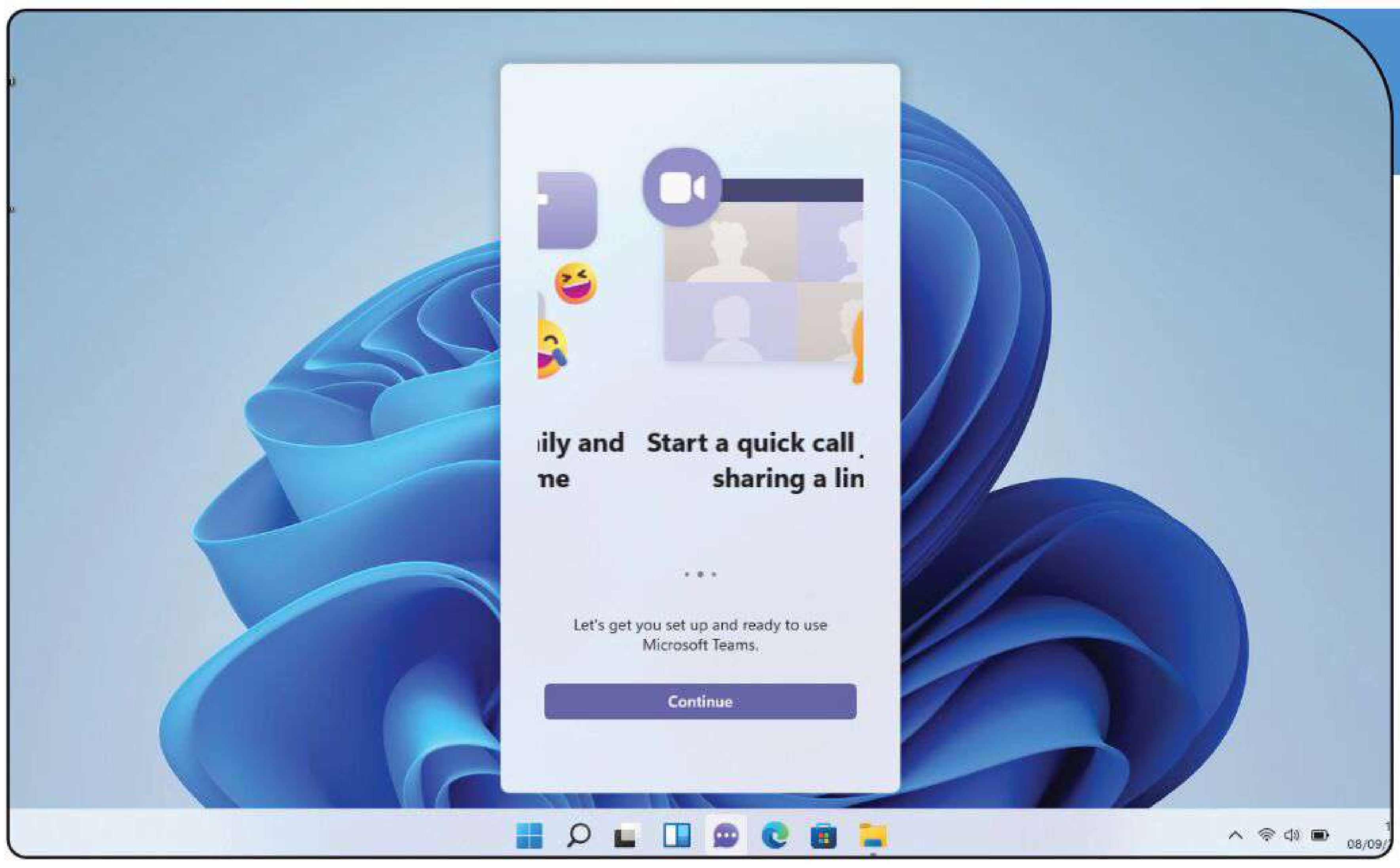
Widgets


17 °C °F
THUNDER ALERT
Bristol Channel
Southampton
Plymouth
English Channel
St. Peter Por
See full forecast
Tesla Inc 752.92 +2.64%
AAPL Apple Inc 156.69 +1.55%
Go to watchlist
PREMIER LEAGUE
Crystal Palace
Tottenham
11 Sept 12:30
See more Premier League
Photos
Get the mobile app

Relive your memories by uploading your photos from the OneDrive app.

The fourth default button opens the Widget panel, on the left side of the screen. The widget panel can be customised to suit your needs with information such as weather, photos, stock prices, sports results and news stories. As Windows 11 develops, it is likely even more functionality will be added.

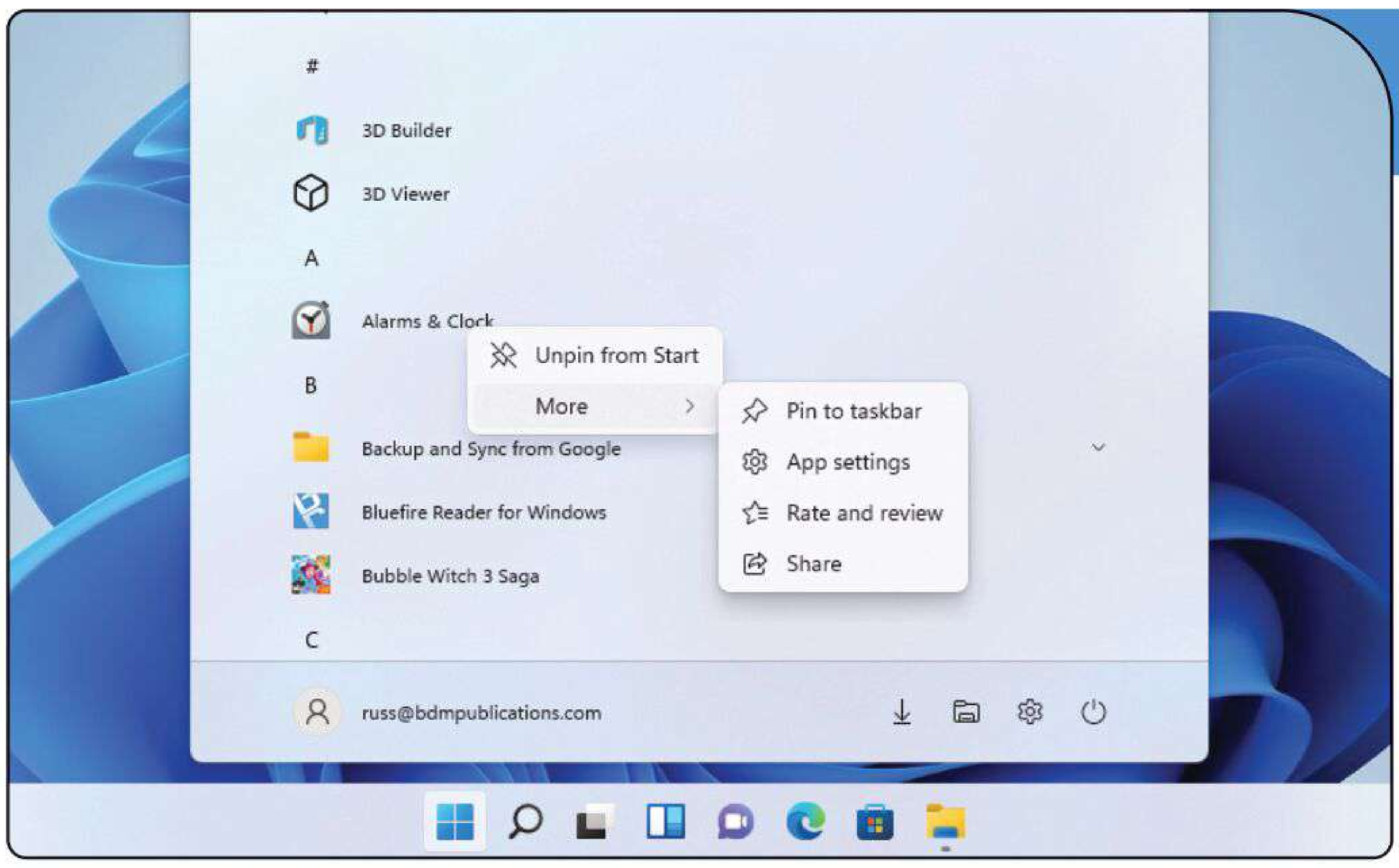
Microsoft Teams


ily and ne
Start a quick call sharing a lin
Continue

Let's get you set up and ready to use Microsoft Teams.

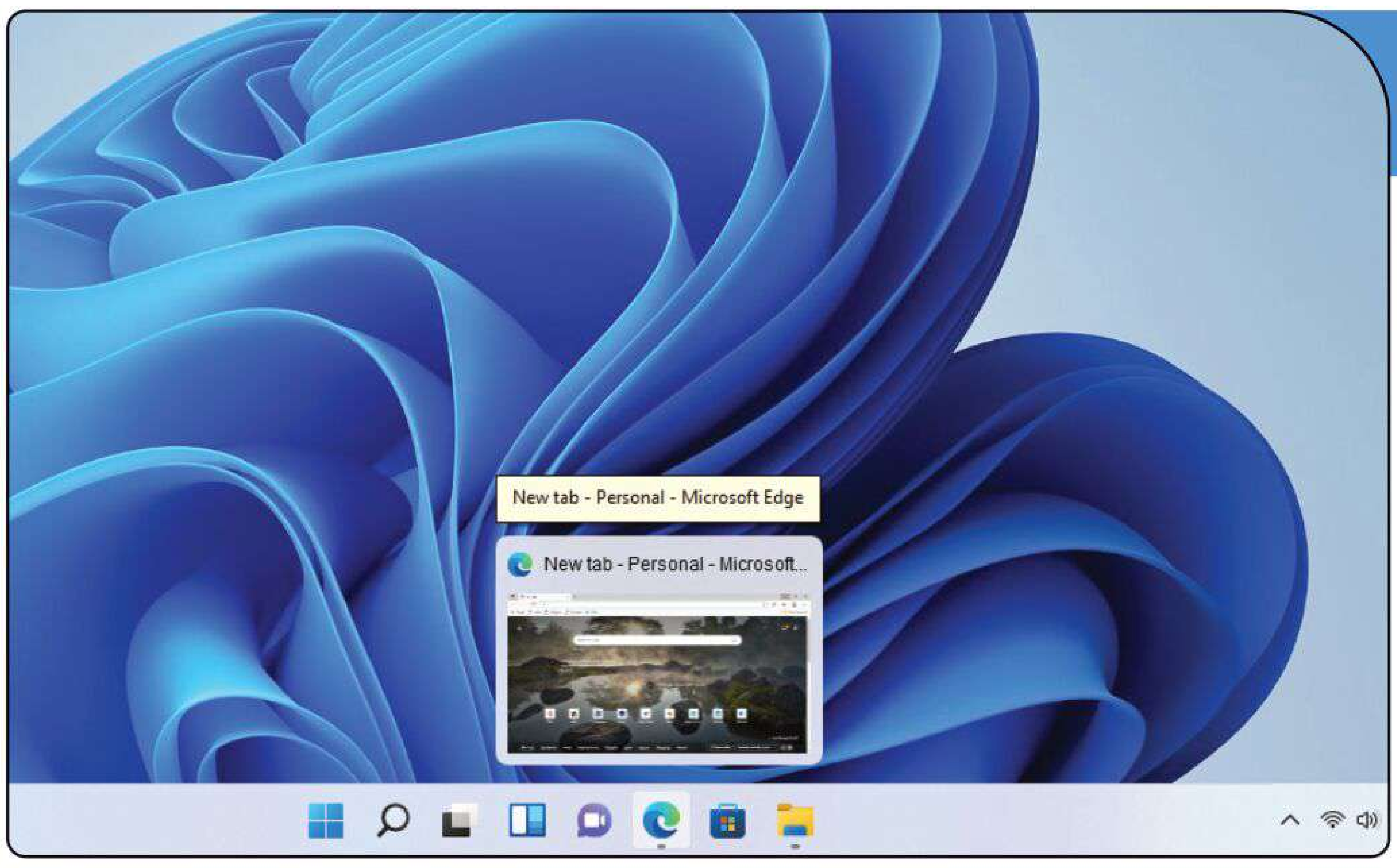
The huge recent rise of remote working and video meetings goes some way to explain why Microsoft have embedded Teams as part of Windows 11. Once you are set up and signed into your Teams account, clicking this button will open the start/join meeting interface.

Pinning Apps


#
3D Builder
3D Viewer
A
Alarms & Clock
Unpin from Start
More
Pin to taskbar
App settings
Rate and review
Share
B
Backup and Sync from Google
Bluefire Reader for Windows
Bubble Witch 3 Saga
C
russ@bdmpublications.com

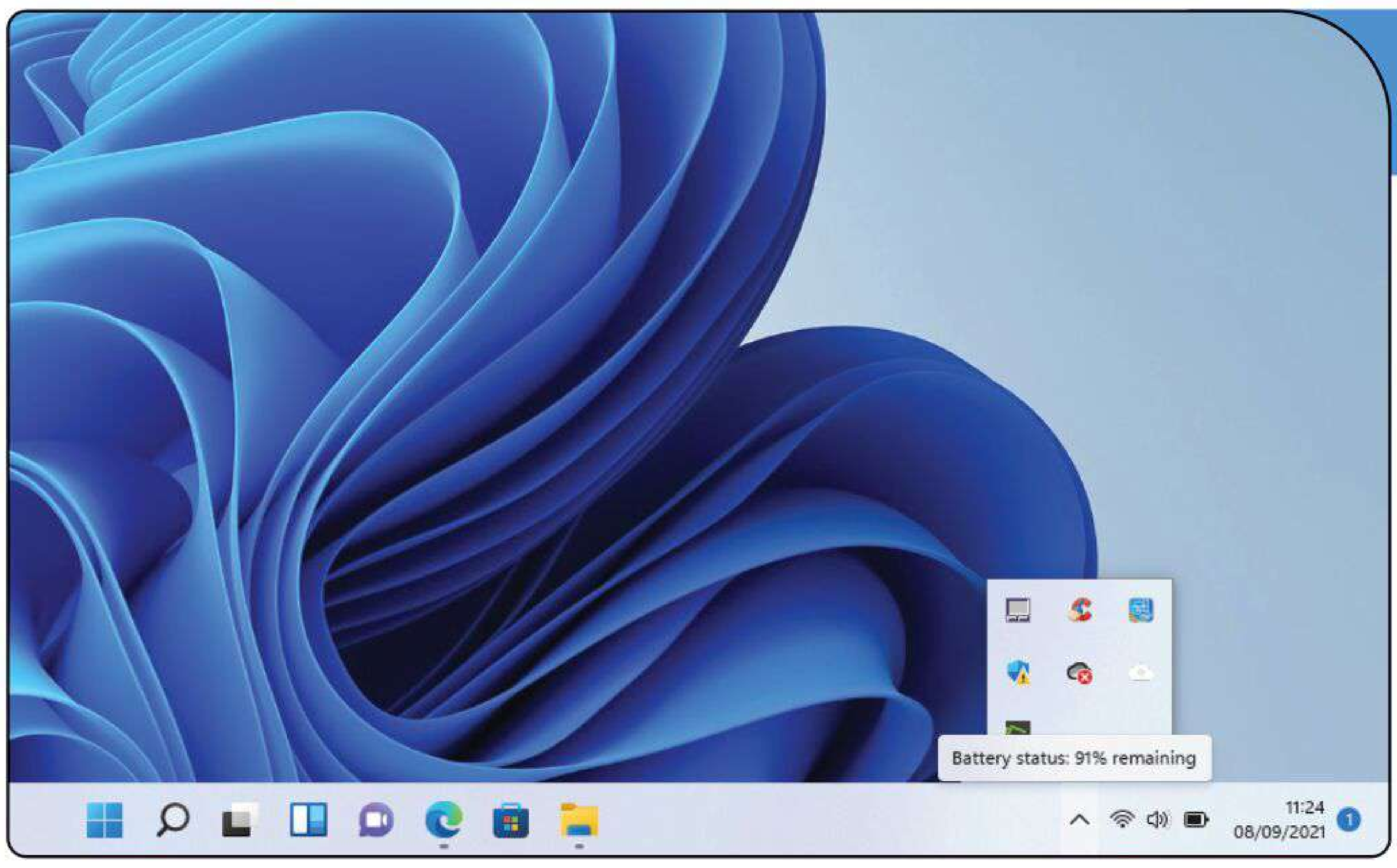
A few other apps and other software will be pinned to the taskbar when you first use your Windows 11 PC. You can add several more as and when you choose. To pin compatible apps, right-click on the app icon anywhere you see it (Start menu for example), and then click Pin to Taskbar.

Peek


New tab - Personal - Microsoft Edge
New tab - Personal - Microsoft...

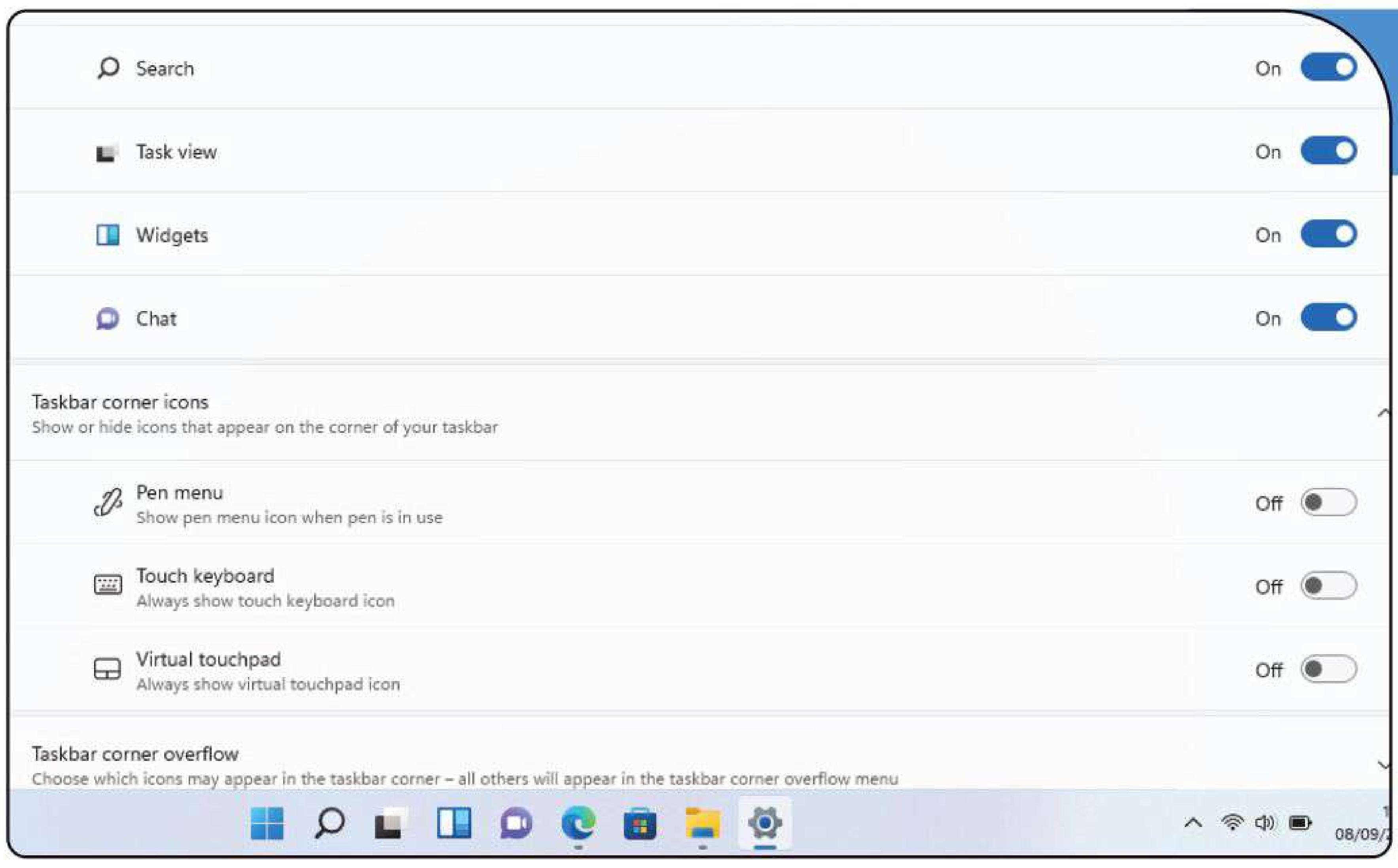
Hovering over any open app icon in the Taskbar brings up a Peek preview of the window. If a movie is playing, you will see it playing here too. If you mouse over the preview, the actual app or window will pop up on screen. You will also see an X to close the window, without actually selecting it.

System Tools


Battery status: 91% remaining
11:24
08/09/2021

The right-hand side of the taskbar is reserved for the system tools, the time and date (which opens the Notification Center upon a click) and the Show Desktop button. The system tools will vary depending on your computer, but may include battery status, Wi-Fi status, Sound and OneDrive.

Taskbar Settings



Search On

Task view On

Widgets On

Chat On

Taskbar corner icons
Show or hide icons that appear on the corner of your taskbar

Pen menu
Show pen menu icon when pen is in use
Off

Touch keyboard
Always show touch keyboard icon
Off

Virtual touchpad
Always show virtual touchpad icon
Off

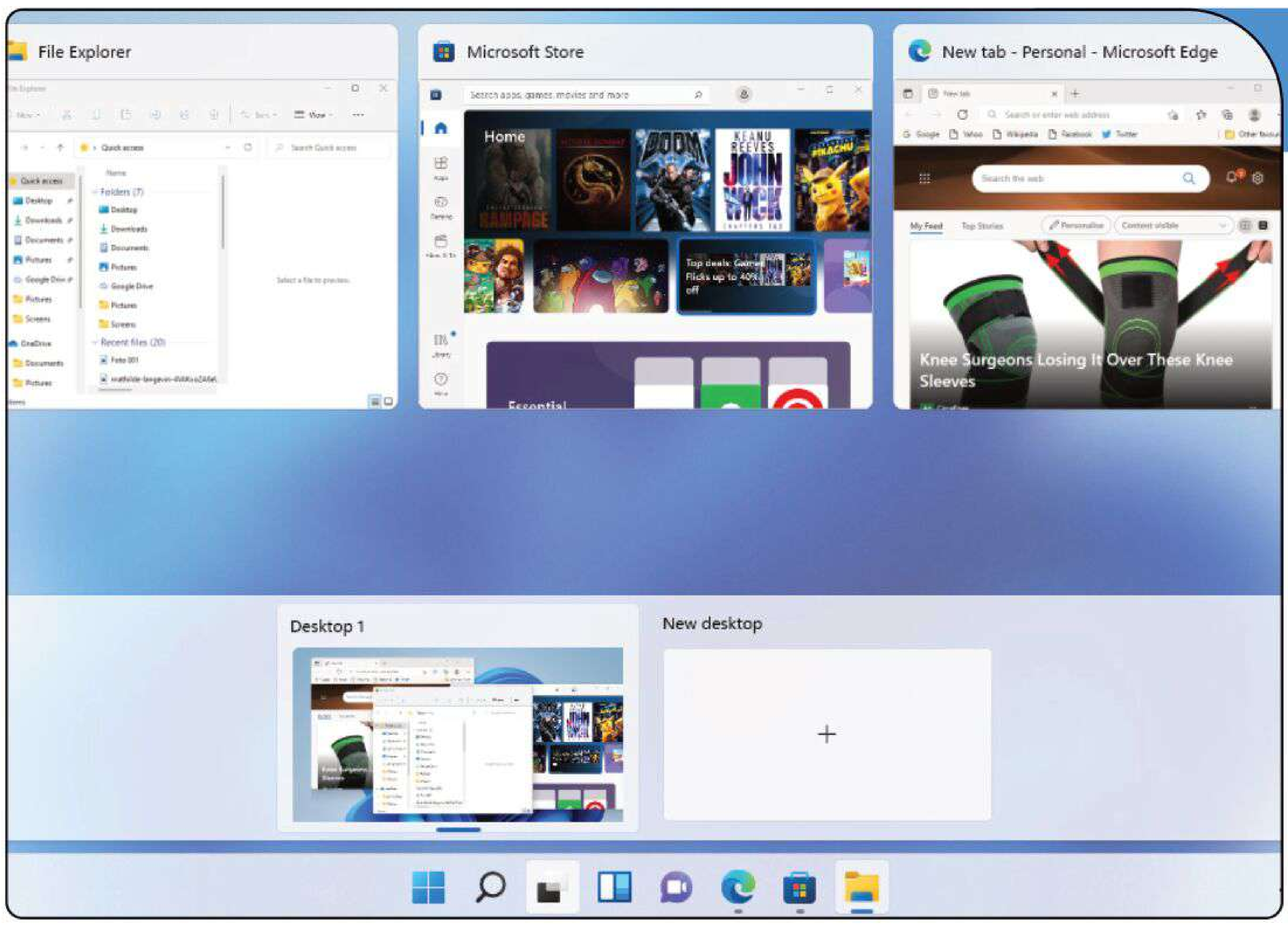
Taskbar corner overflow
Choose which icons may appear in the taskbar corner – all others will appear in the taskbar corner overflow menu

You have quite a lot of free reign when it comes to which apps you have showing in the taskbar. Open Settings > Personalisation > Taskbar. Here you can use the slider switches to enable or disable the default apps that appear. You can also change the alignment of the pinned apps back to the left.

Task View and Desktops

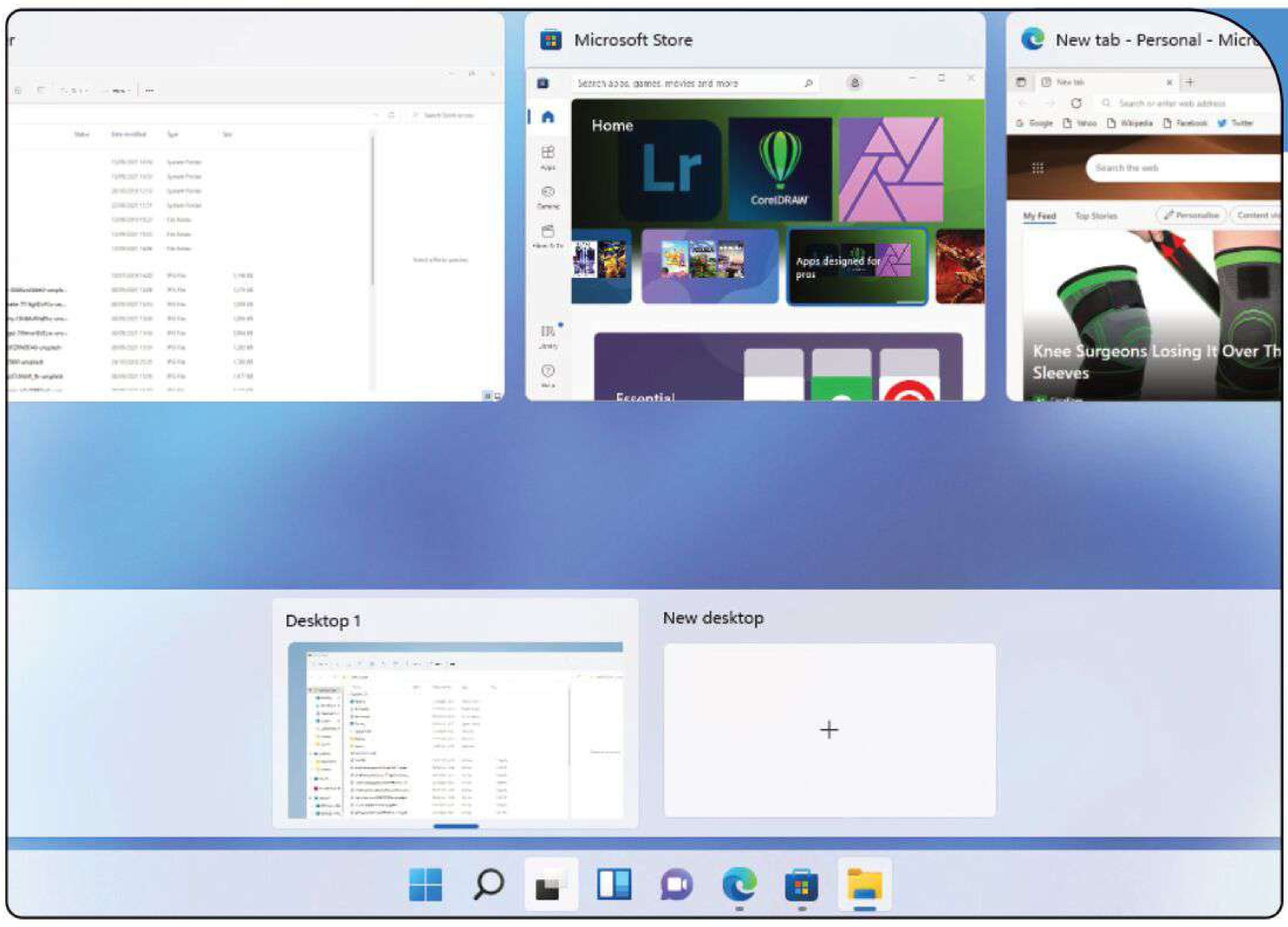
Task View was introduced properly in Windows 10, as a way to make multi-tasking easier and allowing the creation of extra desktop areas. In Windows 11 it's even easier to instantly check and switch to open windows; and to create and manage multiple desktops.

Using Task View


File Explorer
Microsoft Store
New tab - Personal - Microsoft Edge
Desktop 1
New desktop

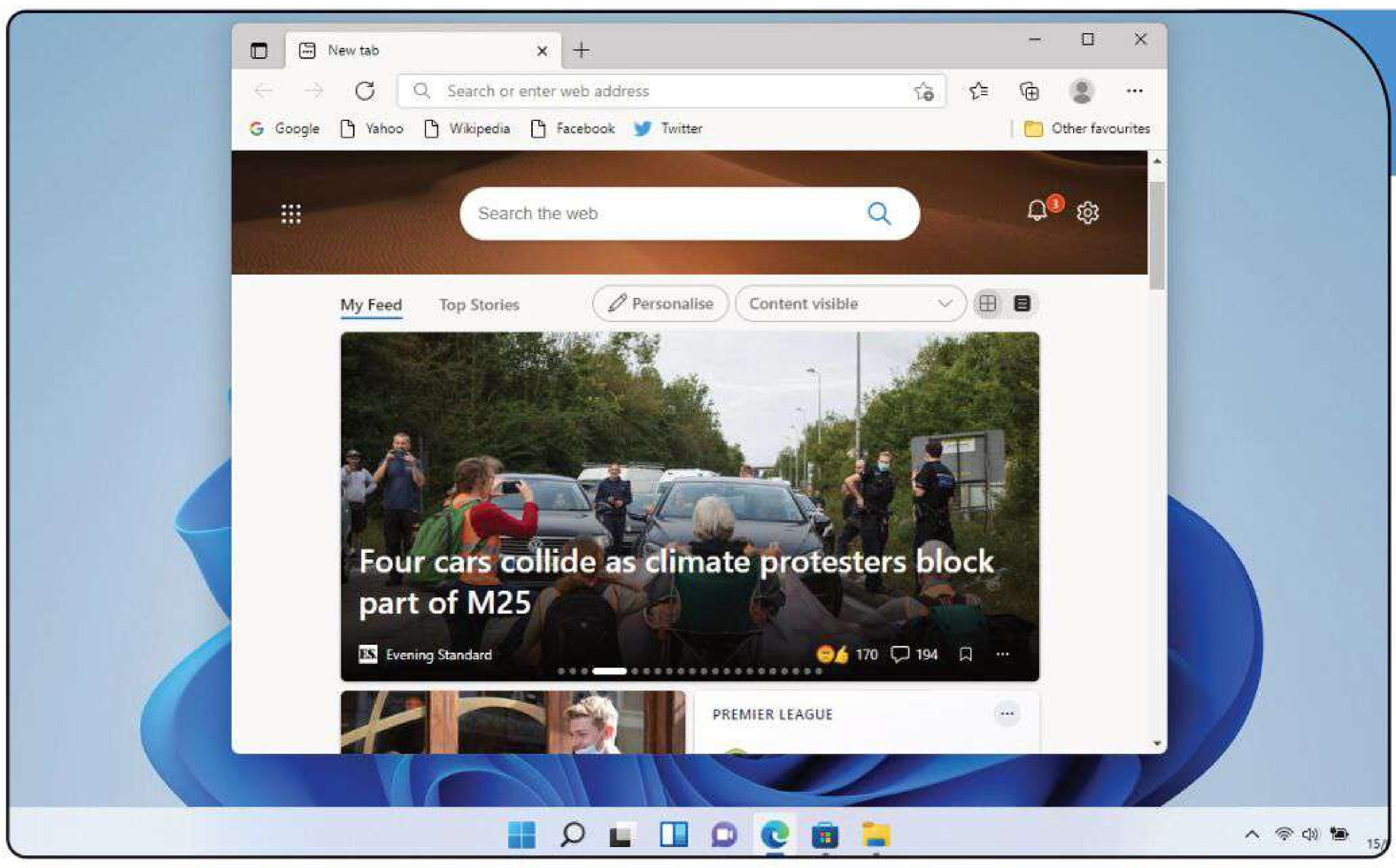
Step 1

Task View is accessed by clicking the third icon in the taskbar; the white square on the black square. The Task View screen is split into two sections: Open tasks and desktops. Any apps or windows you have open, even if they are currently minimised, will be displayed in the open tasks panel.


Microsoft Store
New tab - Personal - Micr
Desktop 1
New desktop

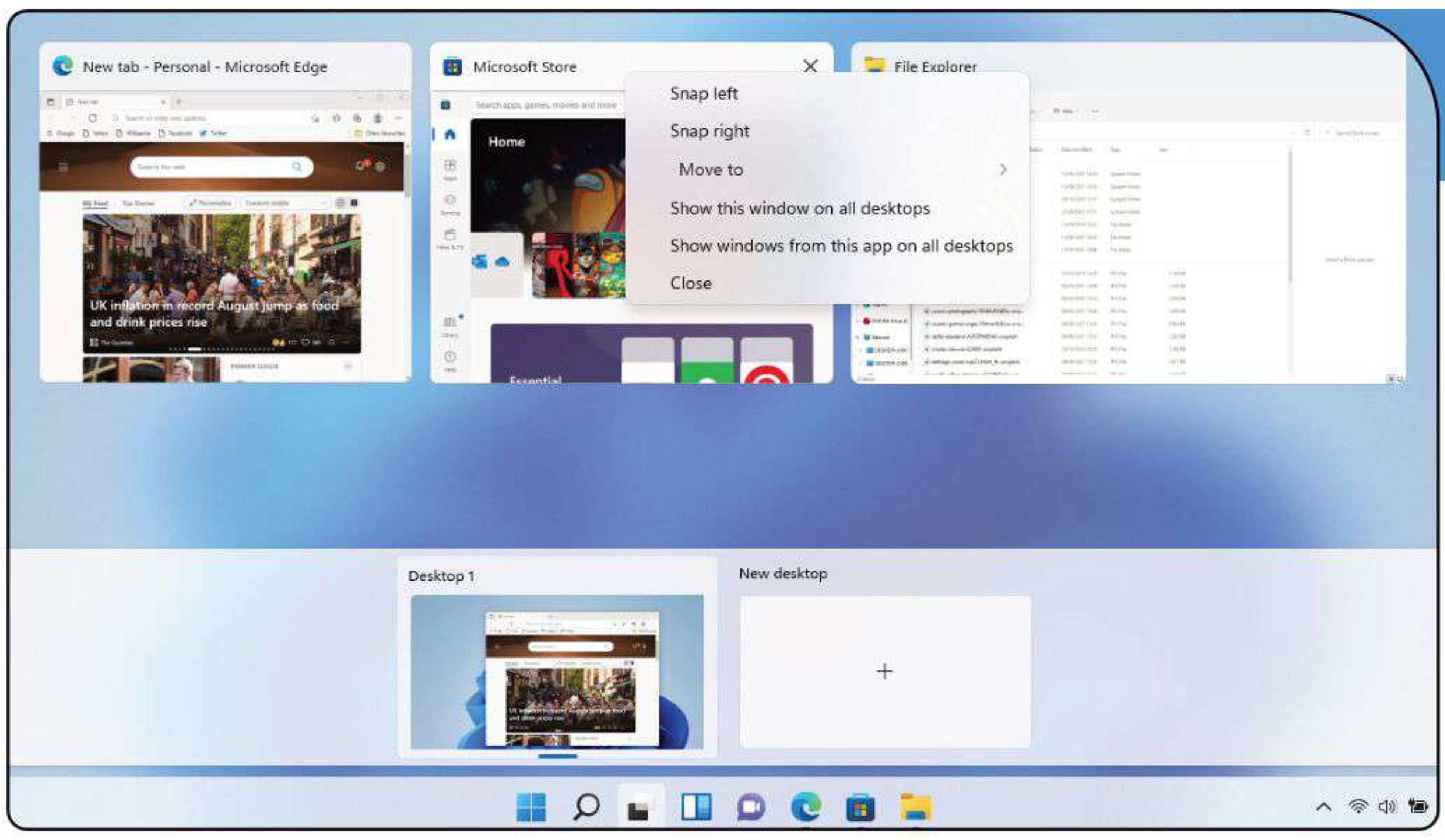
Step 2

The size and shape of the windows shown in Task View depend on the size and shape of the actual window. For example, if you have Microsoft Edge open at full screen, it will be displayed as a wide rectangle in Task View. If you have a lot of windows open, the open tasks panel will be scrollable.


New tab
Search or enter web address
Google
Yahoo
Wikipedia
Facebook
Twitter
Other favourites
Search the web
My Feed
Top Stories
Personalise
Content visible
Four cars collide as climate protesters block part of M25
Evening Standard
PREMIER LEAGUE

Step 3

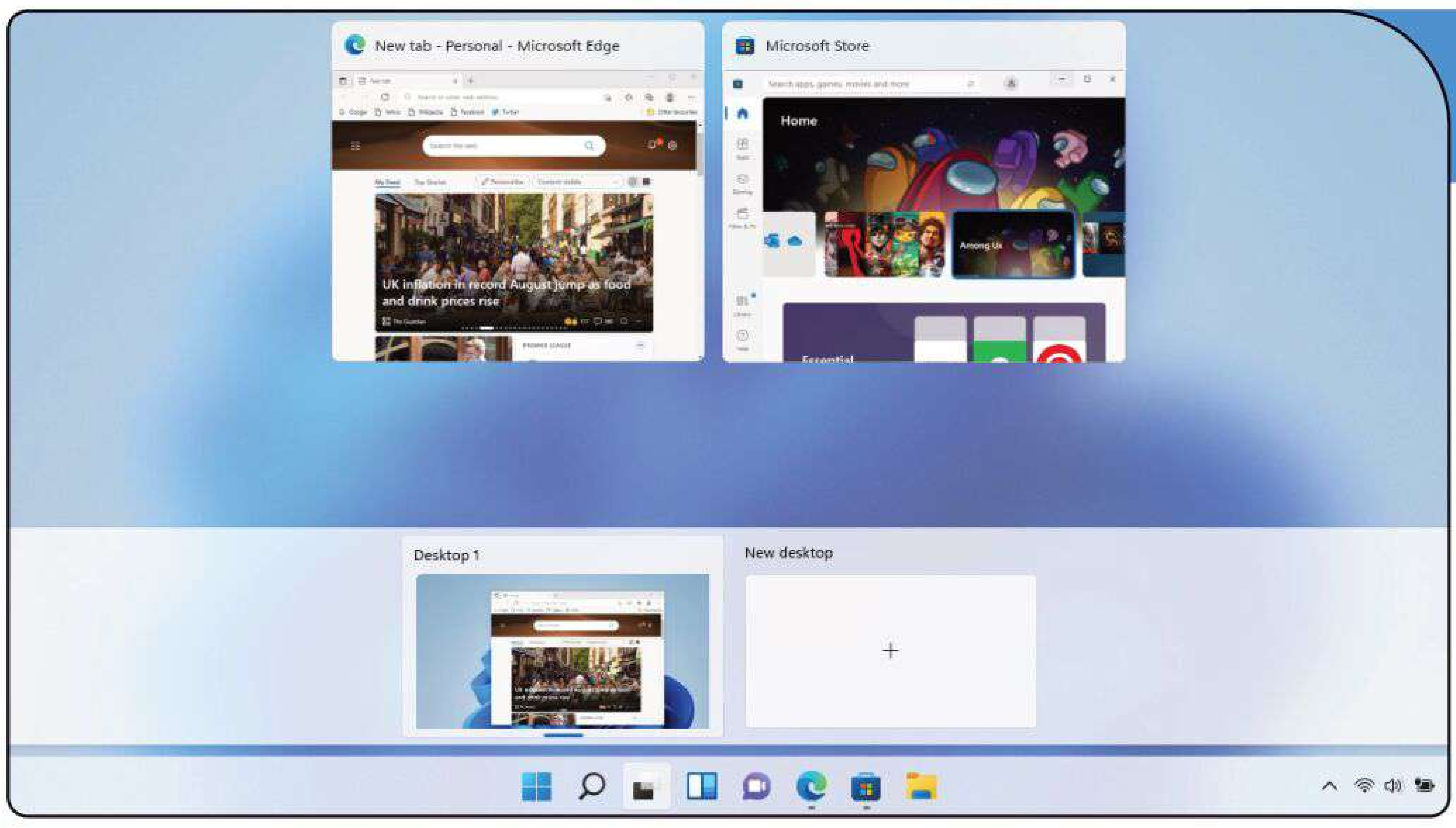
Click on any window or app in Task View to open it at full size on the desktop. It will appear in front of any windows you already had open and visible on the desktop. You can also close windows or apps directly from the Task view. Just hover the mouse over the window and click the X button.


New tab - Personal - Microsoft Edge
Microsoft Store
File Explorer
Snap left
Snap right
Move to
Show this window on all desktops
Show windows from this app on all desktops
Close
Desktop 1
New desktop
+

Step 4

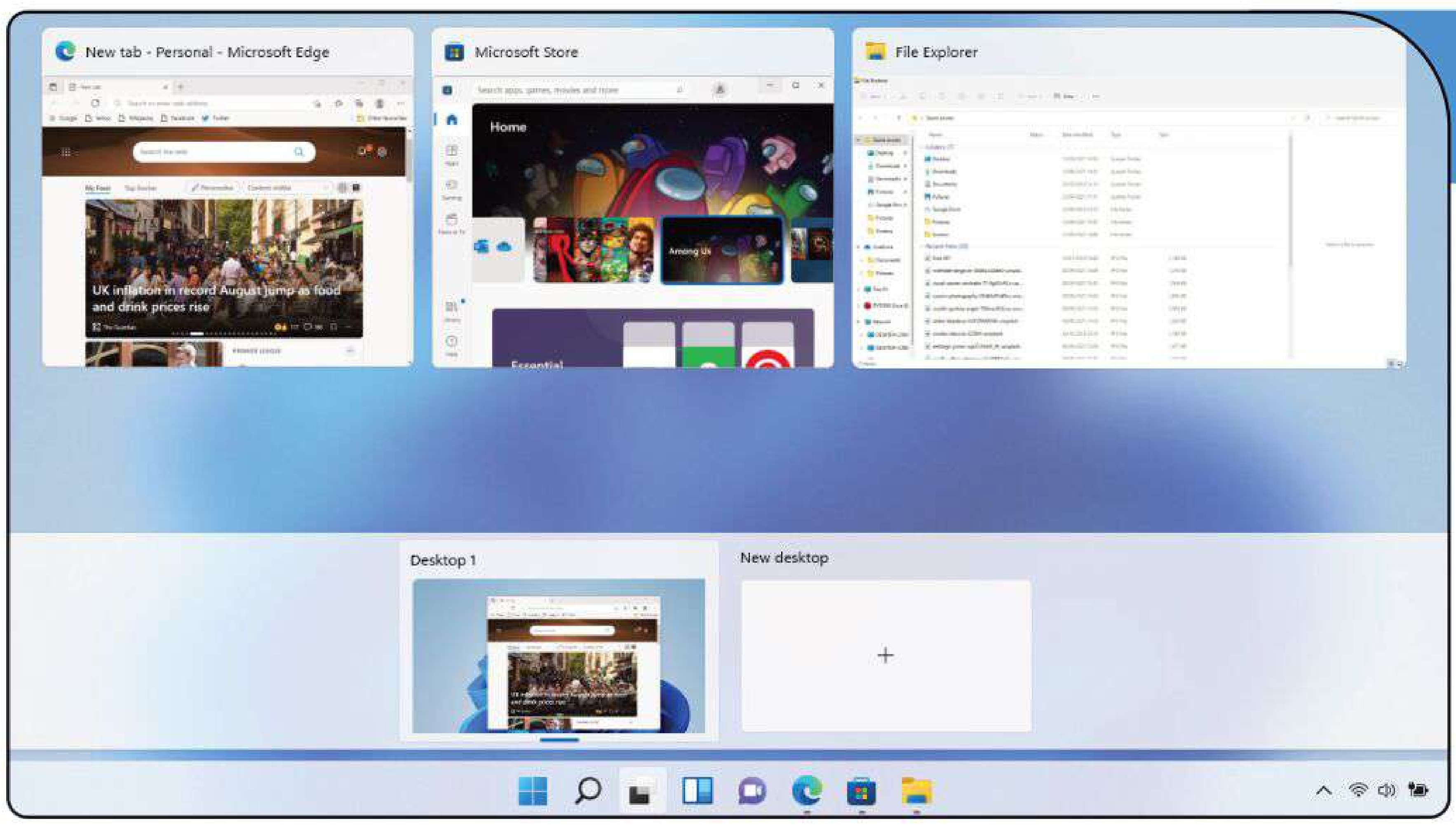
If you right-click on one of the windows/apps shown in Task View, you will see several more options. Snap left/right will open the selected window, but "snapped" or positioned to the left or right of the home screen. There are also several options for showing/hiding the window on new desktops.

Using Multiple Desktops


New tab - Personal - Microsoft Edge
Microsoft Store
Home
Desktop 1
New desktop
+

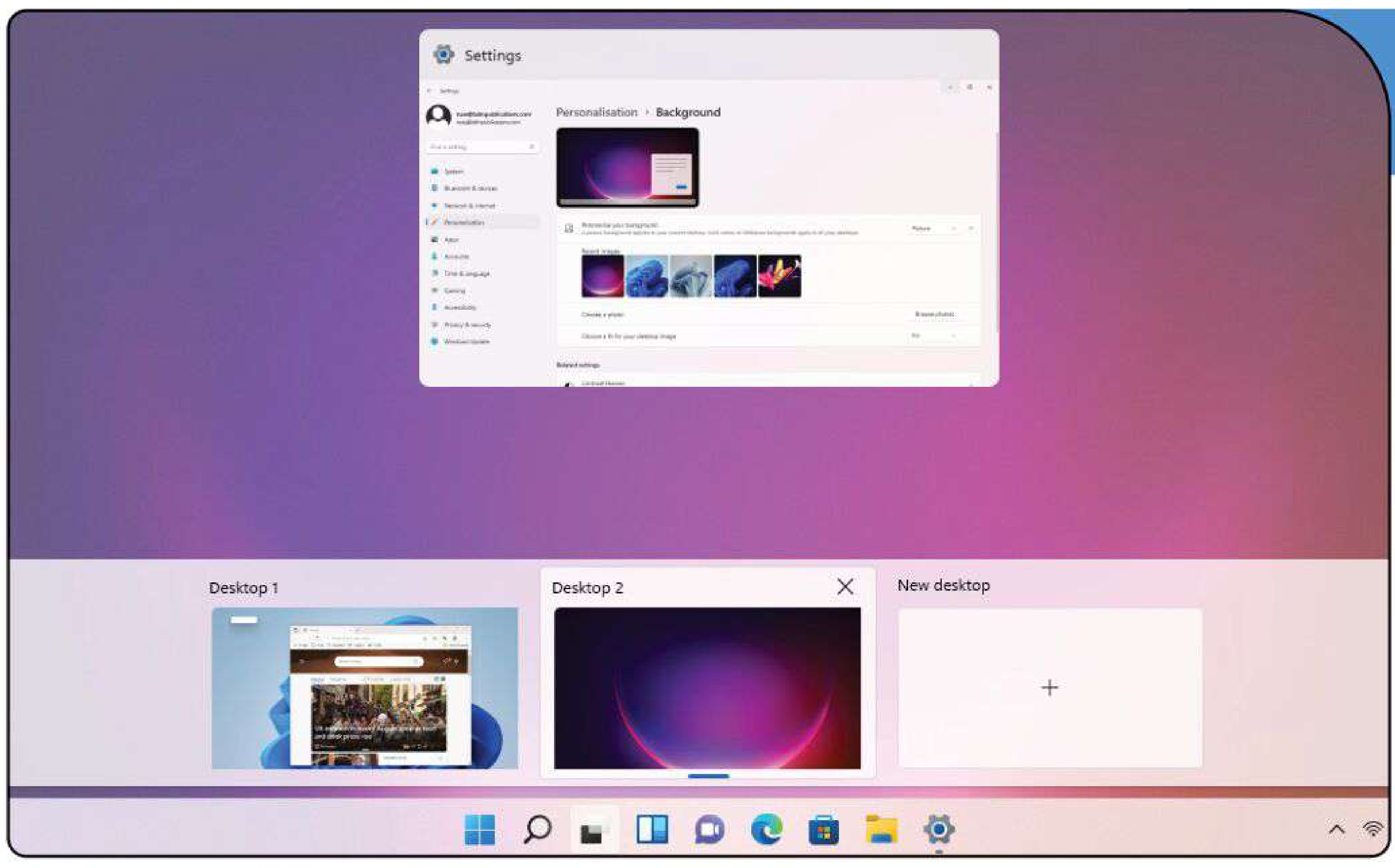
Step 1

One of the great features in Task View is the ability to add extra desktops. Virtual desktops are essentially extra workspaces, so for example you can have one space with your email and chat windows open and another where you're working in PowerPoint without email distractions.


New tab - Personal - Microsoft Edge
Microsoft Store
File Explorer
Home
Desktop 1
New desktop
+

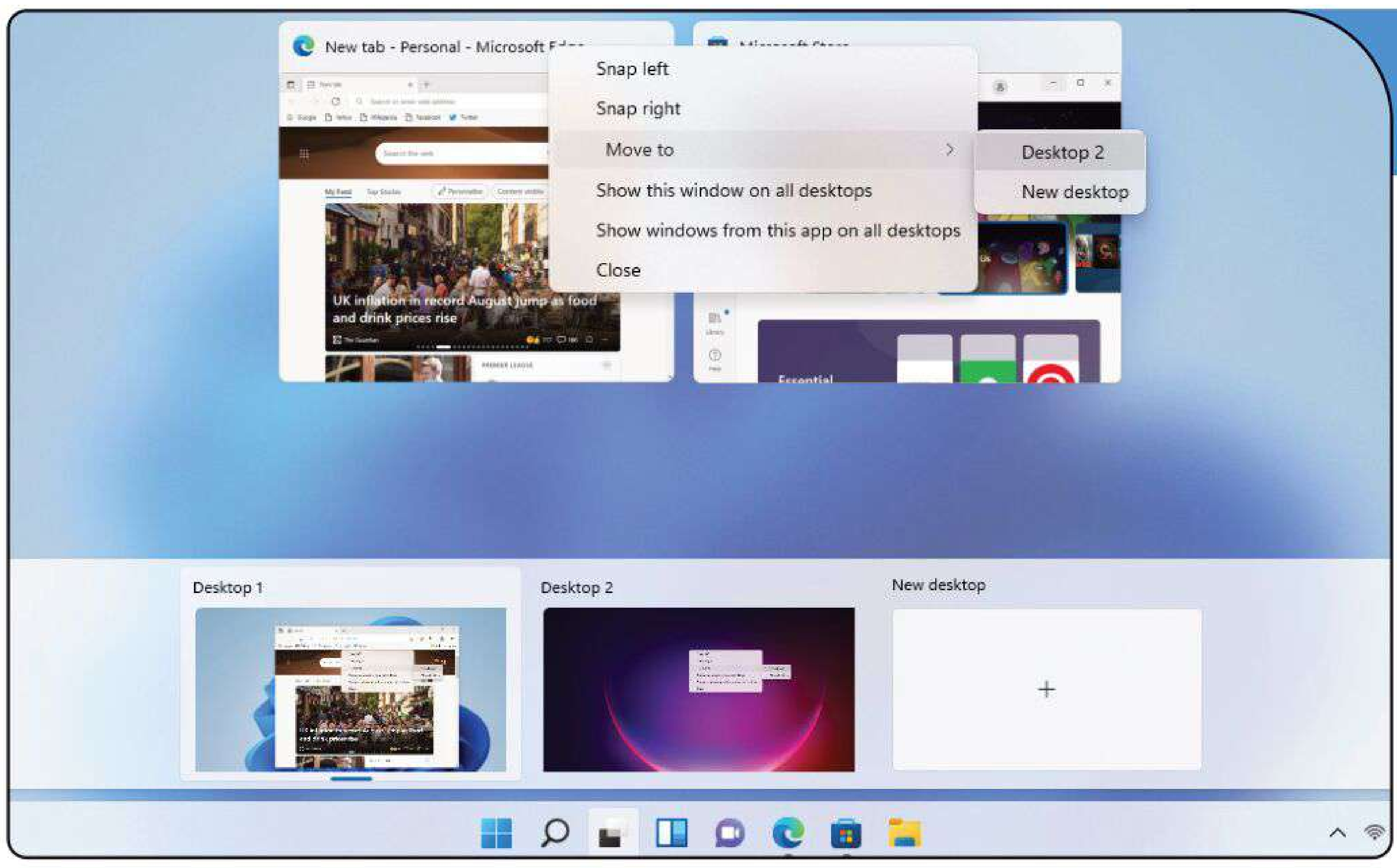
Step 2

Click or tap the New Desktop button at the bottom of the Task View screen and you will see an entirely new and blank desktop. If you had any apps or windows open in the main desktop, they won't be open here. Don't worry, they haven't been closed, they are still open on the other desktop.


Settings
Personalisation › Background
Desktop 1
Desktop 2
New desktop

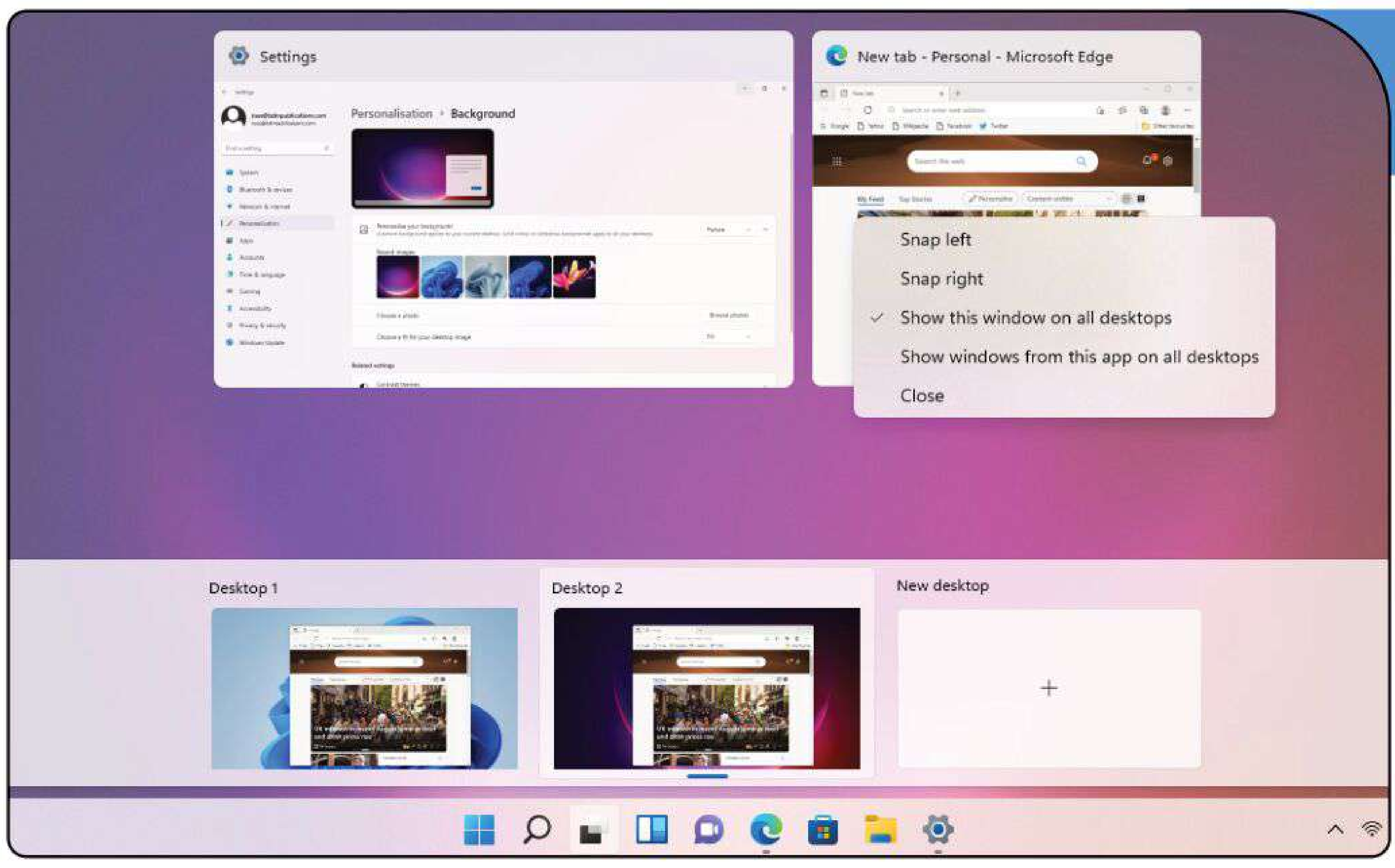
Step 3

With Task View open, right click on one of the desktop previews at the bottom and you can choose a different background wallpaper (making identifying which desktop you are on currently easier), and also you can choose to move a desktop to the left or right, switching which one is the main desktop.


New tab - Personal - Microsoft Edge
Snap left
Snap right
Move to
Show this window on all desktops
Show windows from this app on all desktops
Close
Desktop 2
New desktop
UK inflation in record August jump as food and drink prices rise
Desktop 1
Desktop 2
New desktop

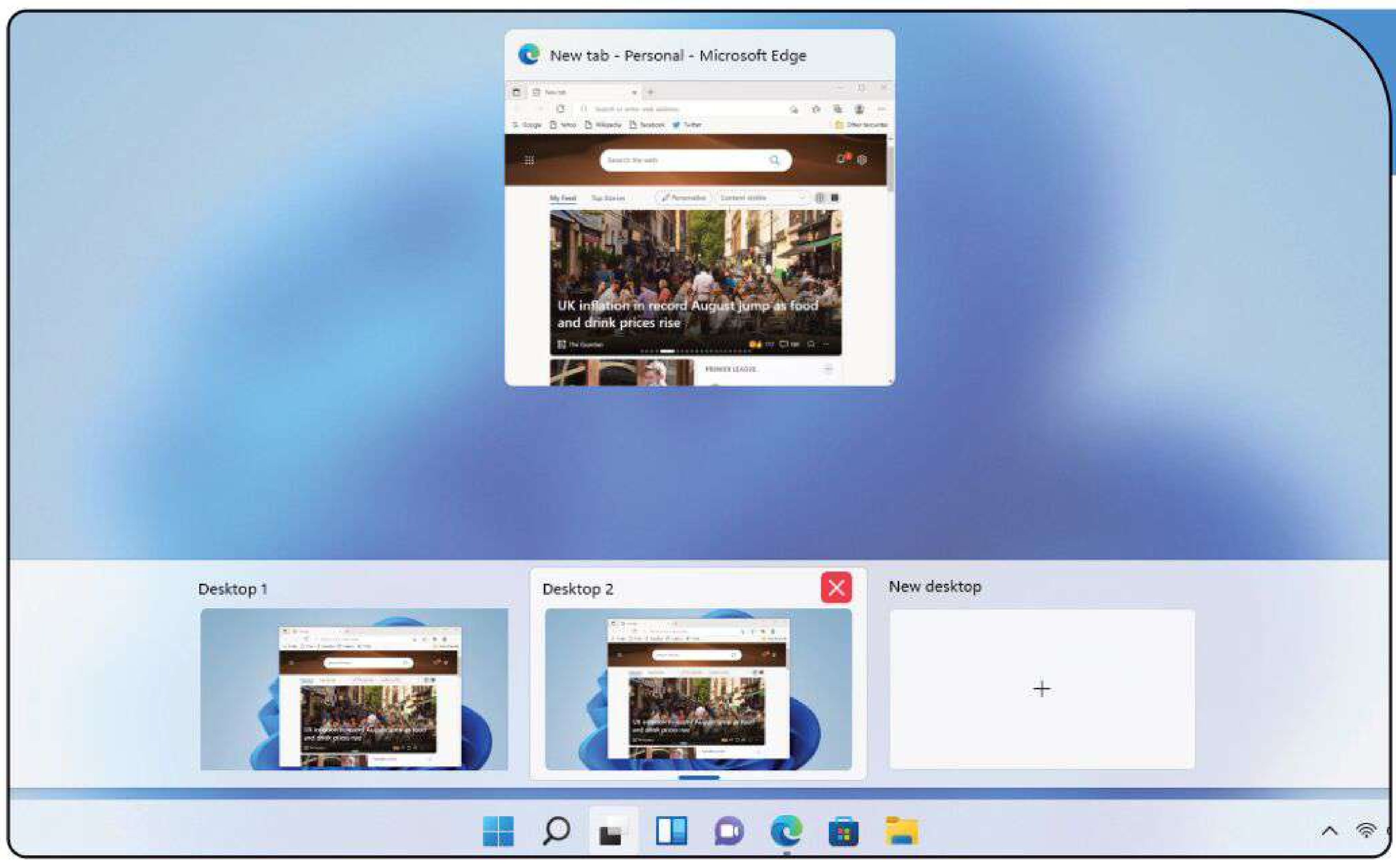
Step 4

You can right-click the apps in Task View to send them to another desktop. You can also drag and drop windows/apps from one desktop to another. If you have an app or window open in one desktop and then try to open it in another, you will just switch to the desktop where it was already open.


Settings
Personalisation › Background
New tab - Personal - Microsoft Edge
Snap left
Snap right
✓ Show this window on all desktops
Show windows from this app on all desktops
Close
Desktop 1
Desktop 2
New desktop

Step 5

To get around this problem, open the Task View and right click on an app or window. From the menu, choose either "Show this window on all desktops" or "Show windows from this app on all desktops". You can also use this menu to move apps or windows between your open desktops.


New tab - Personal - Microsoft Edge
UK inflation in record August jump as food and drink prices rise
Desktop 1
Desktop 2
New desktop

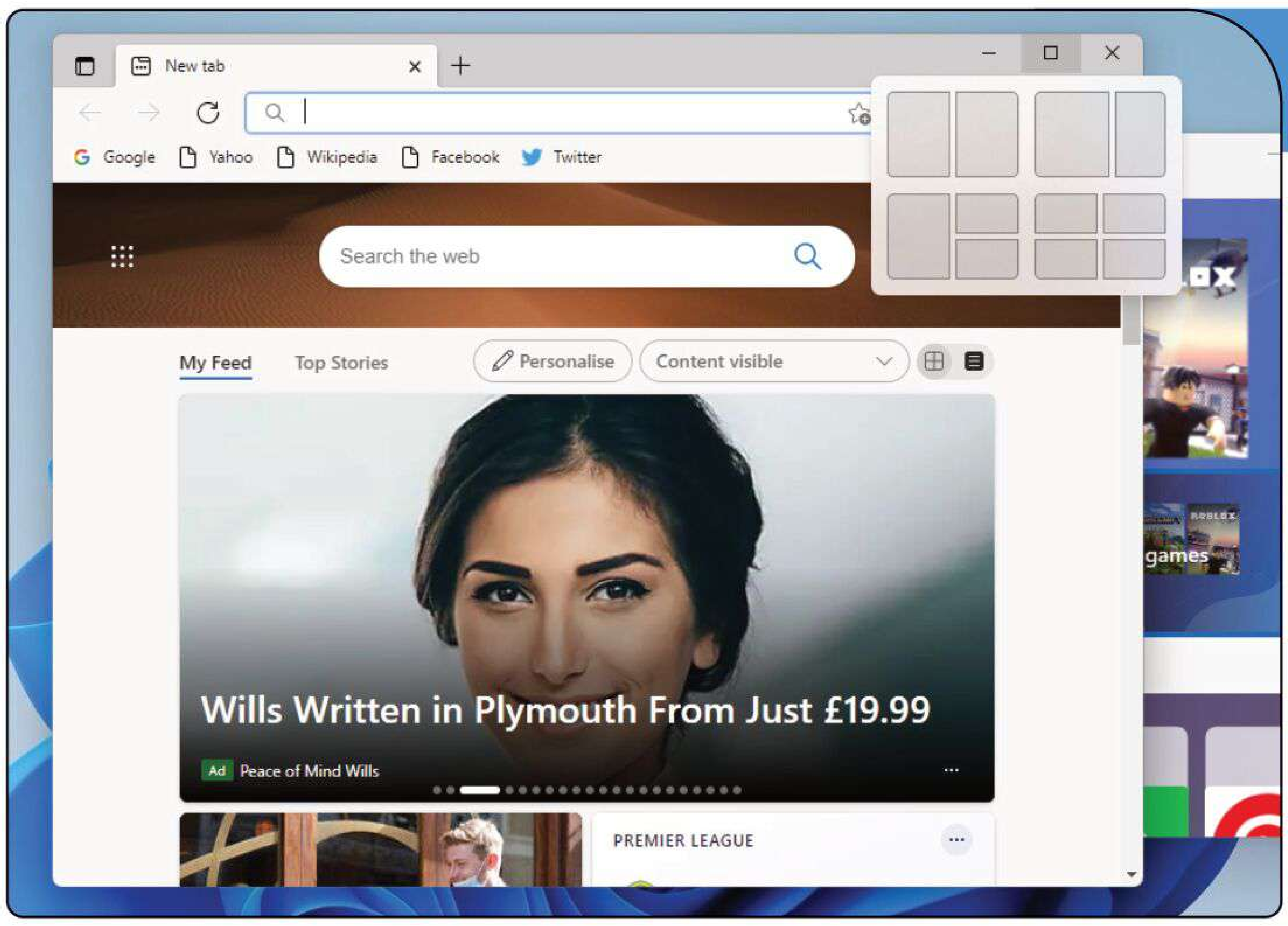
Step 6

If you hover over the apps and windows shown in the Open Tasks panel, you will see an X appear; now you can close superfluous desktops down to save resources. Doing this doesn't close any apps down, so you don't need to manually move them. It just automatically adds them to the main desktop.

Snap Layouts and Groups

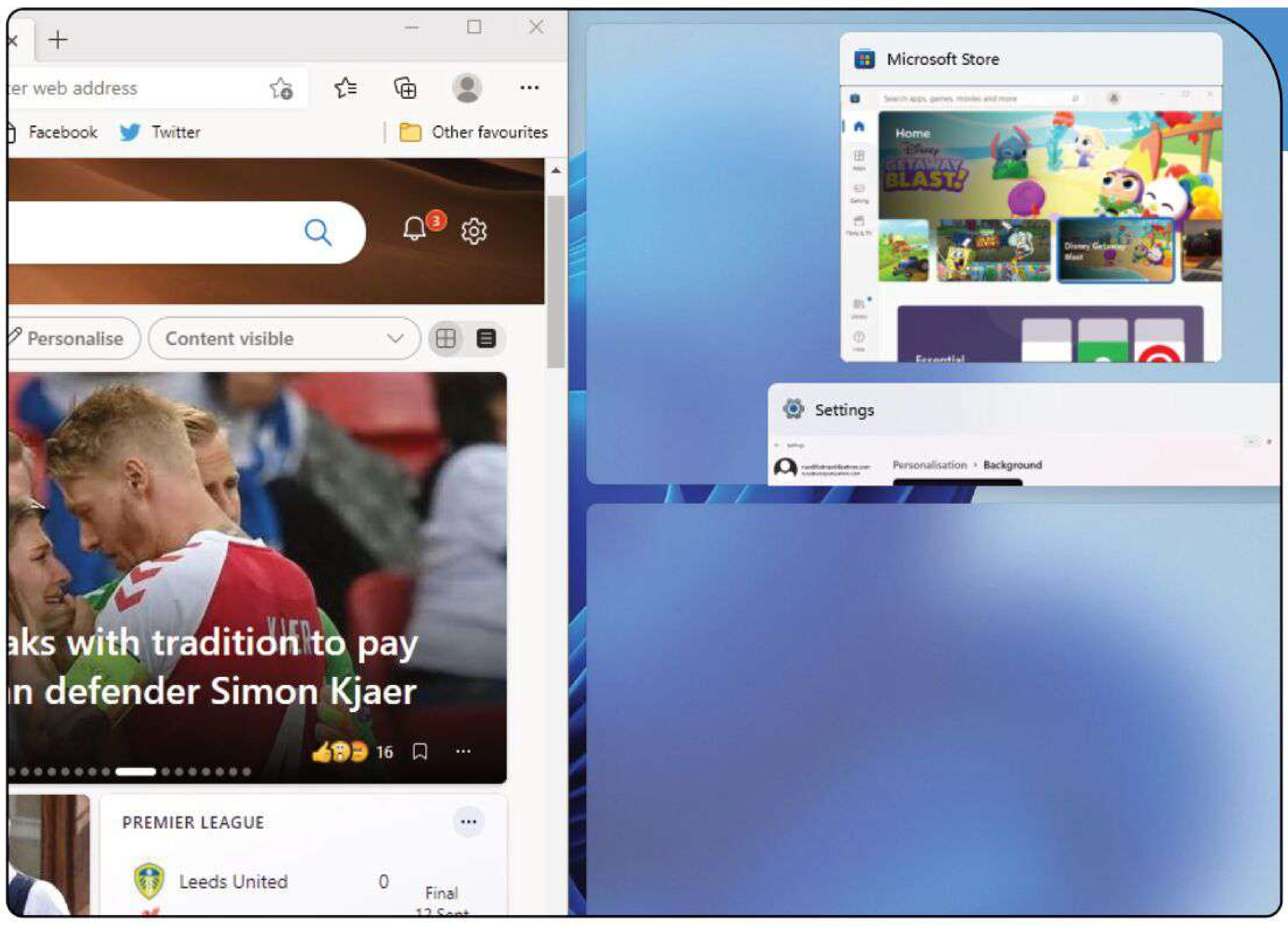
Snap Layouts and Snap Groups, while similar to Snap Assist in Windows 10, are completely new features for Windows 11. Each is designed to make your life easier by giving you new ways to organise and retrieve apps and windows on a busy desktop.

Using Snap Layouts


New tab
Google
Yahoo
Wikipedia
Facebook
Twitter
Search the web
My Feed
Top Stories
Personalise
Content visible
Wills Written in Plymouth From Just £19.99
Ad
Peace of Mind Wills
PREMIER LEAGUE
games

Step 1

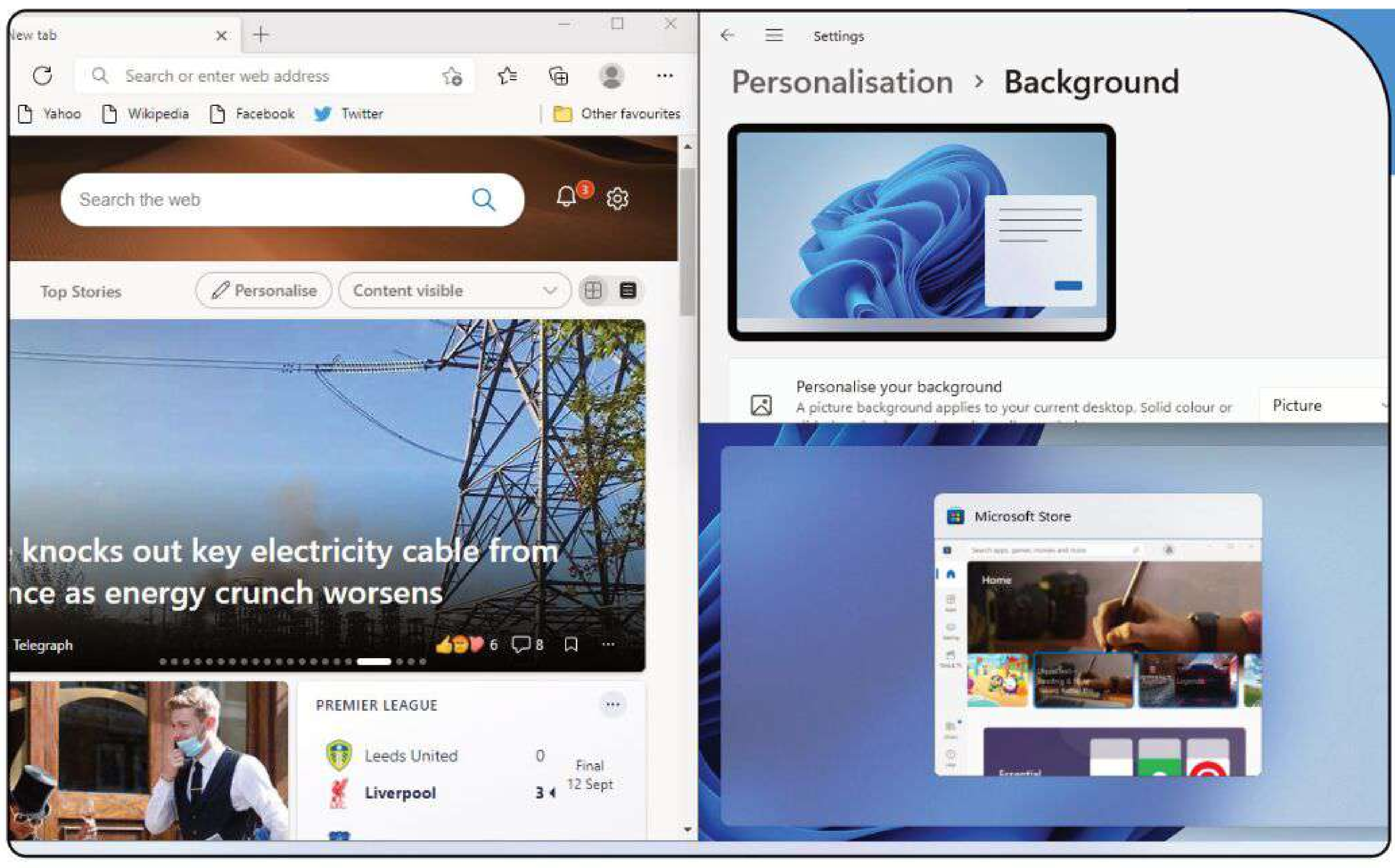
Snap Layouts can be created with just one open app or window, but really come into their own when several are open. Move your mouse over the Maximise button (top-right corner) of any open app or window, without clicking. After a second, a brand new menu will pop up, showing the available layouts.


er web address
Facebook
Twitter
Other favourites
Personalise
Content visible
aks with tradition to pay
n defender Simon Kjaer
16
PREMIER LEAGUE
Leeds United
0
Final
Microsoft Store
Home
Settings
Personalisation › Background

Step 2

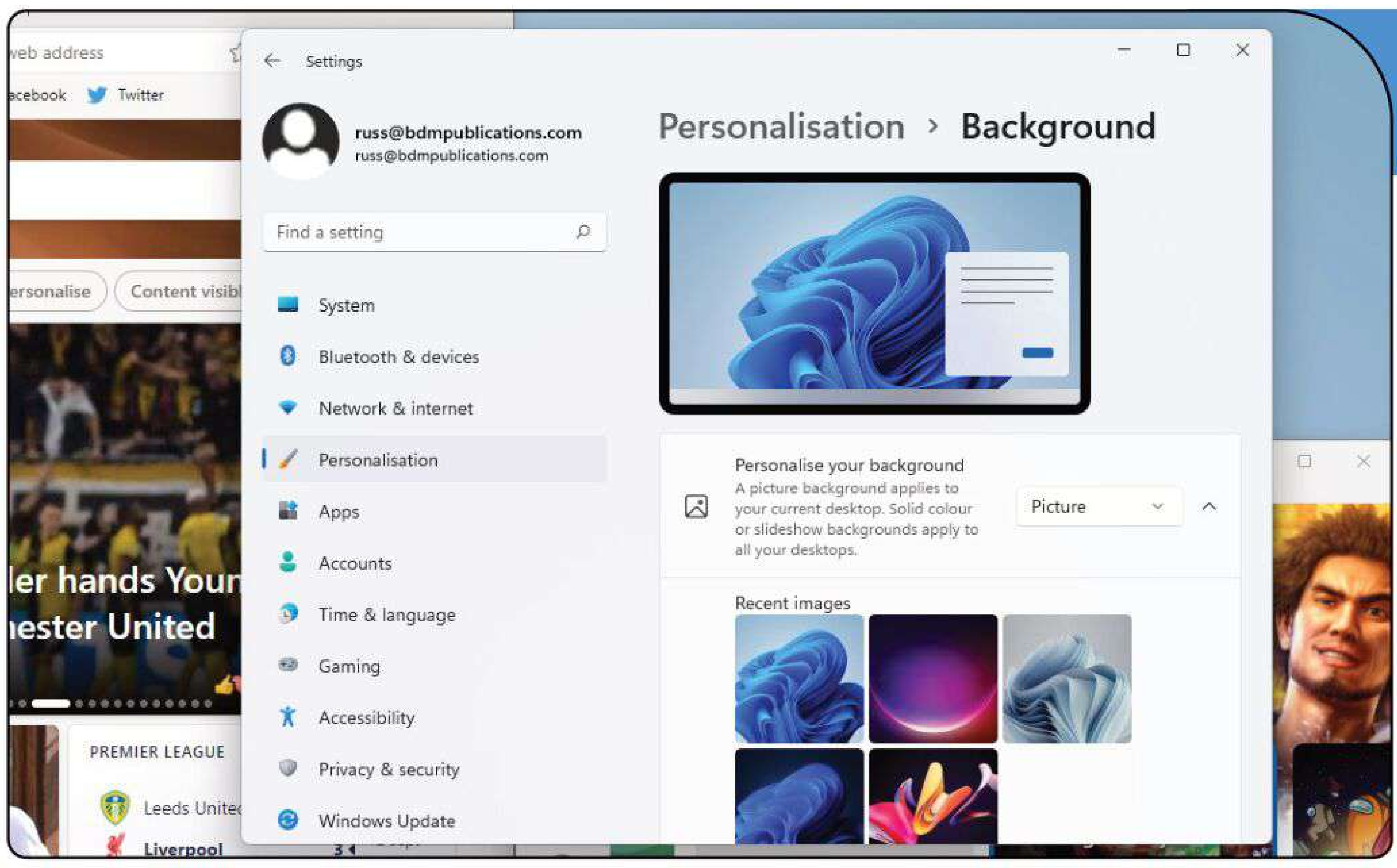
There are 4 preset layouts available (at present, although more may be added): 2 equal windows side-by-side, 2 unequal windows side-by-side, 3 windows and 4 equal windows. Click on whichever you want to use, and the window/app you used to open the layout will snap into one of the positions.

Step 3


Personalisation › Background
Personalise your background
Picture
Microsoft Store
Top Stories
Personalise
Content visible
PREMIER LEAGUE
Leeds United
Liverpool

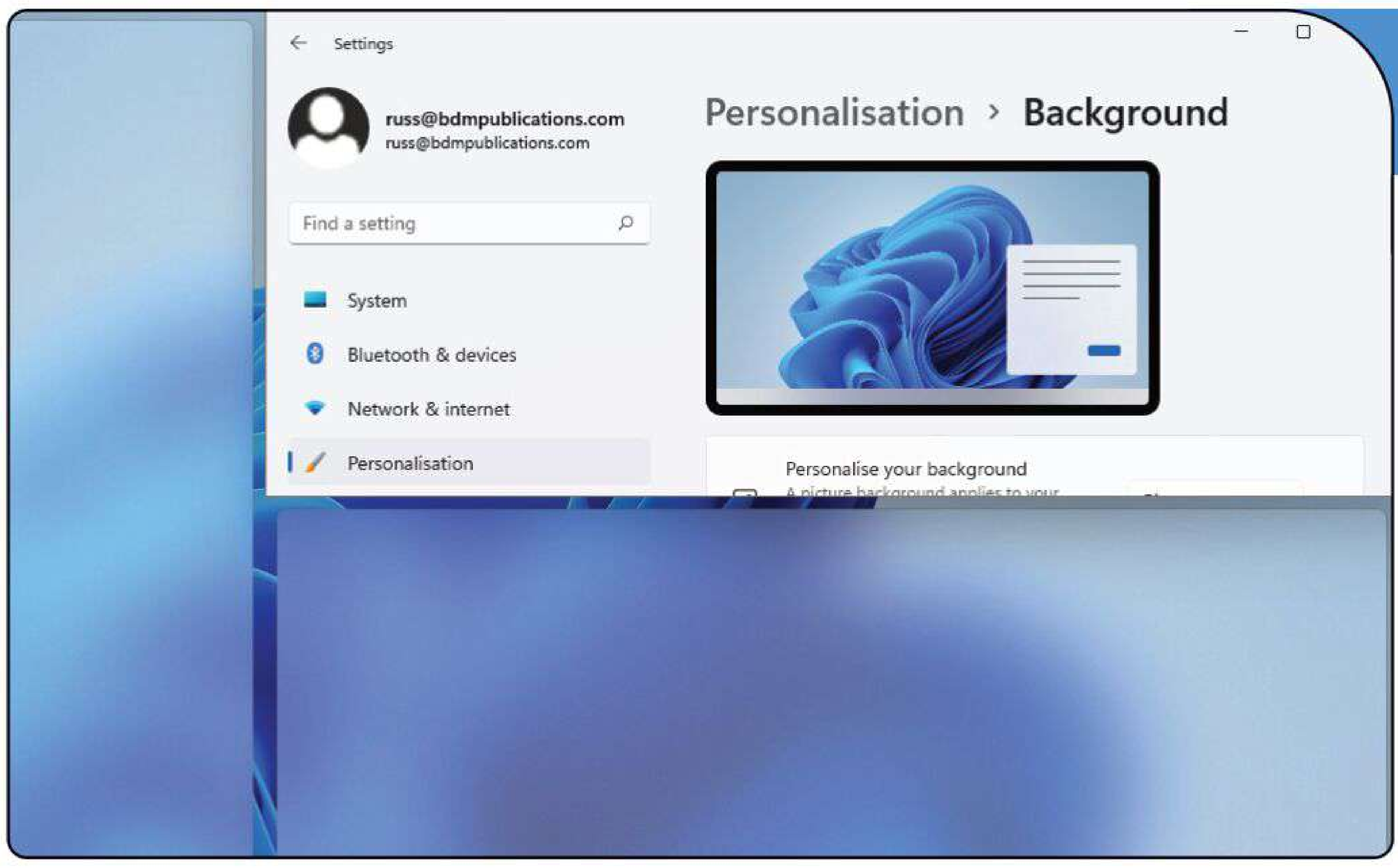
Your other open windows/apps will appear as previews in one of the other layout positions. Click one of them to open it in that layout position. The process is then repeated for any other open windows, if you choose a layout with more than 2 spaces. Windows are automatically resized to fit in the layout.

Step 4


Settings
Personalisation › Background
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalise your background
Picture
Recent images

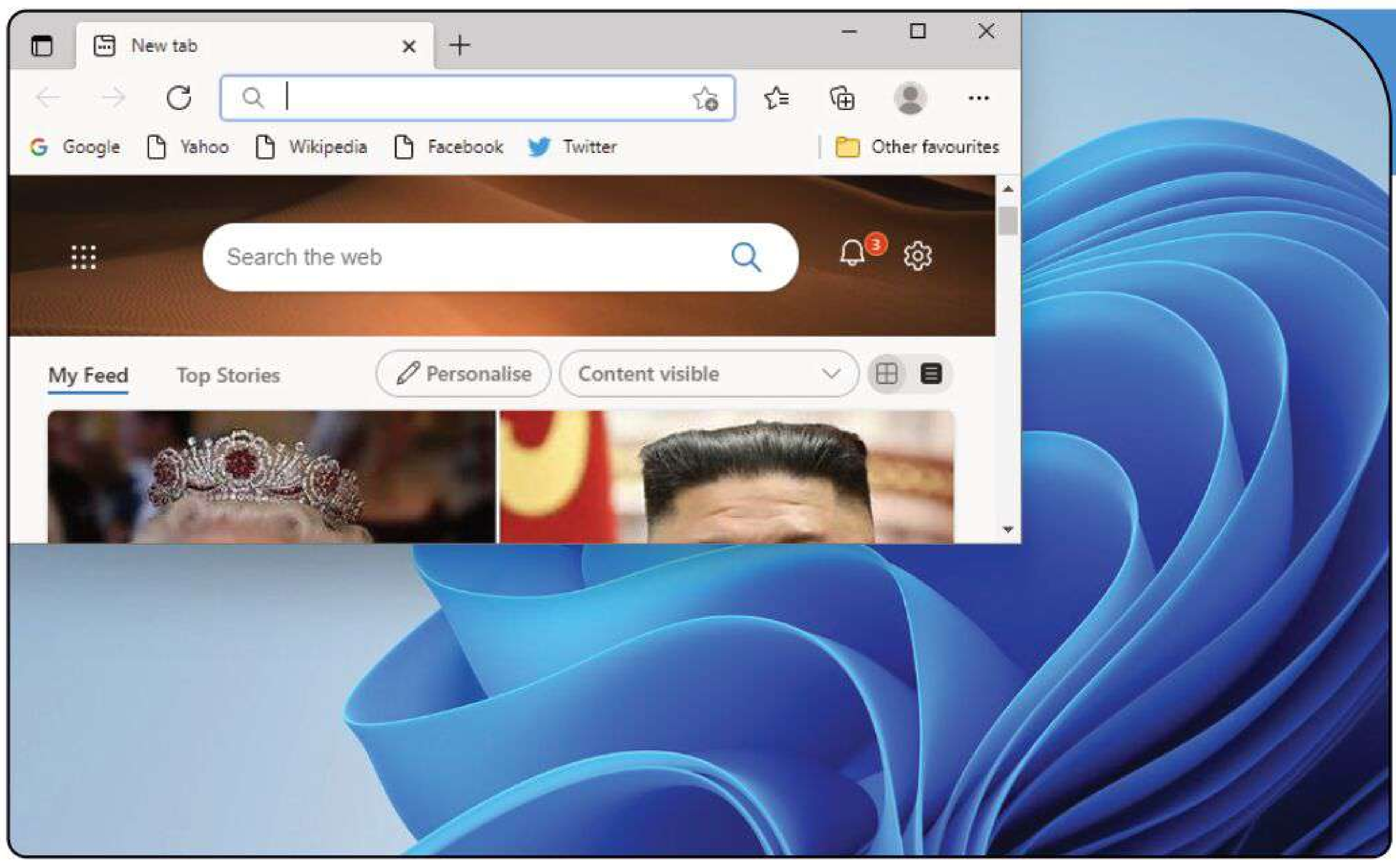
If you now try to move a window or app out of the layout, it will switch back to its original dimensions when it unsnaps from the grid. You can create multiple Snap Layouts, each containing different apps/windows. These remain until the windows are closed or removed from the group.

Step 5


Settings
Personalisation › Background
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Personalise your background

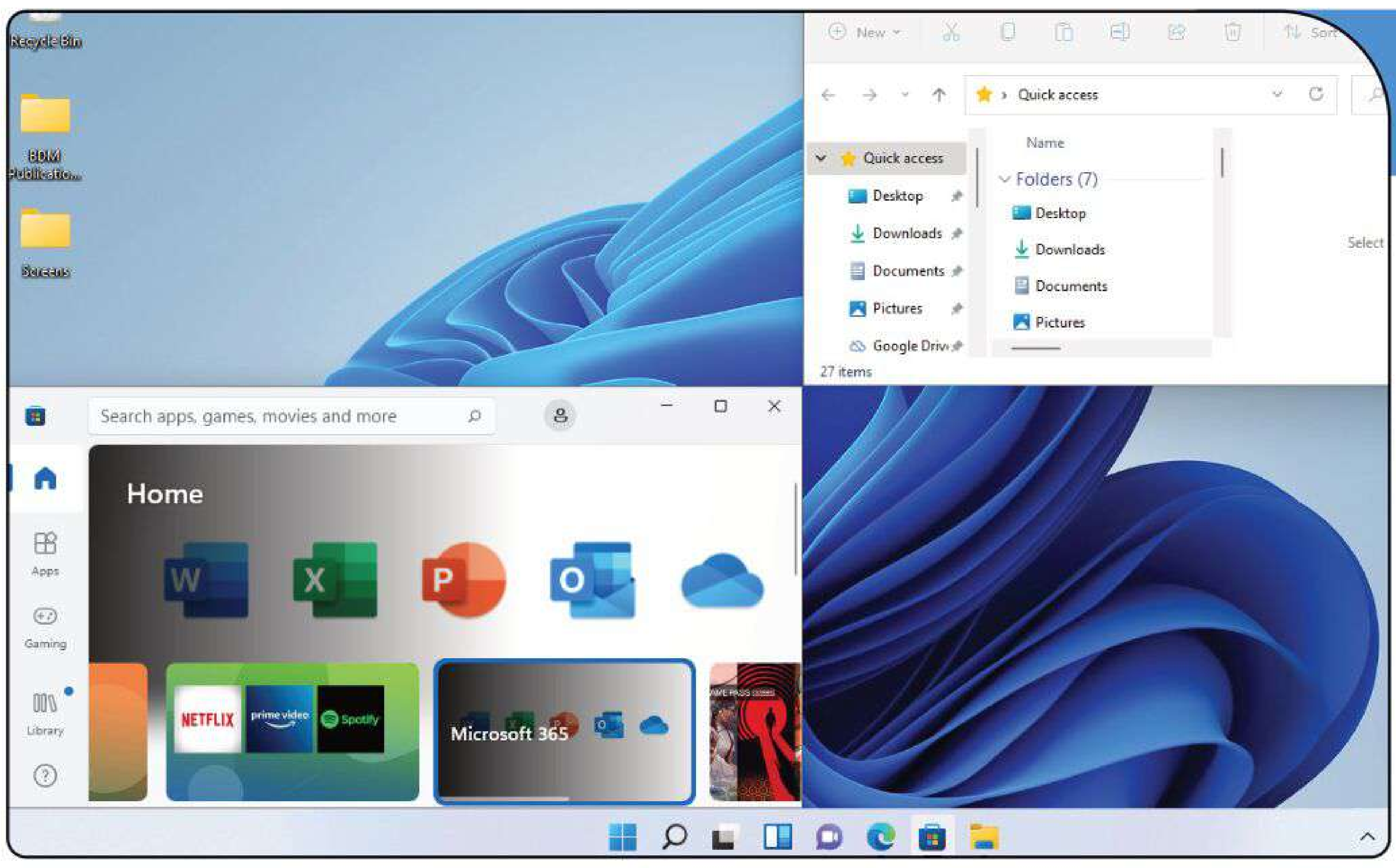
You can change the dimensions of the layout once you have created one. With the layout open, hover your mouse over the line where the windows meet, either horizontally or vertically. A wider bar will appear, which you can click and drag to change the horizontal or vertical dimensions of the layout.

Step 6


New tab
Google
Yahoo
Wikipedia
Facebook
Twitter
Other favourites
Search the web
My Feed
Top Stories
Personalise
Content visible

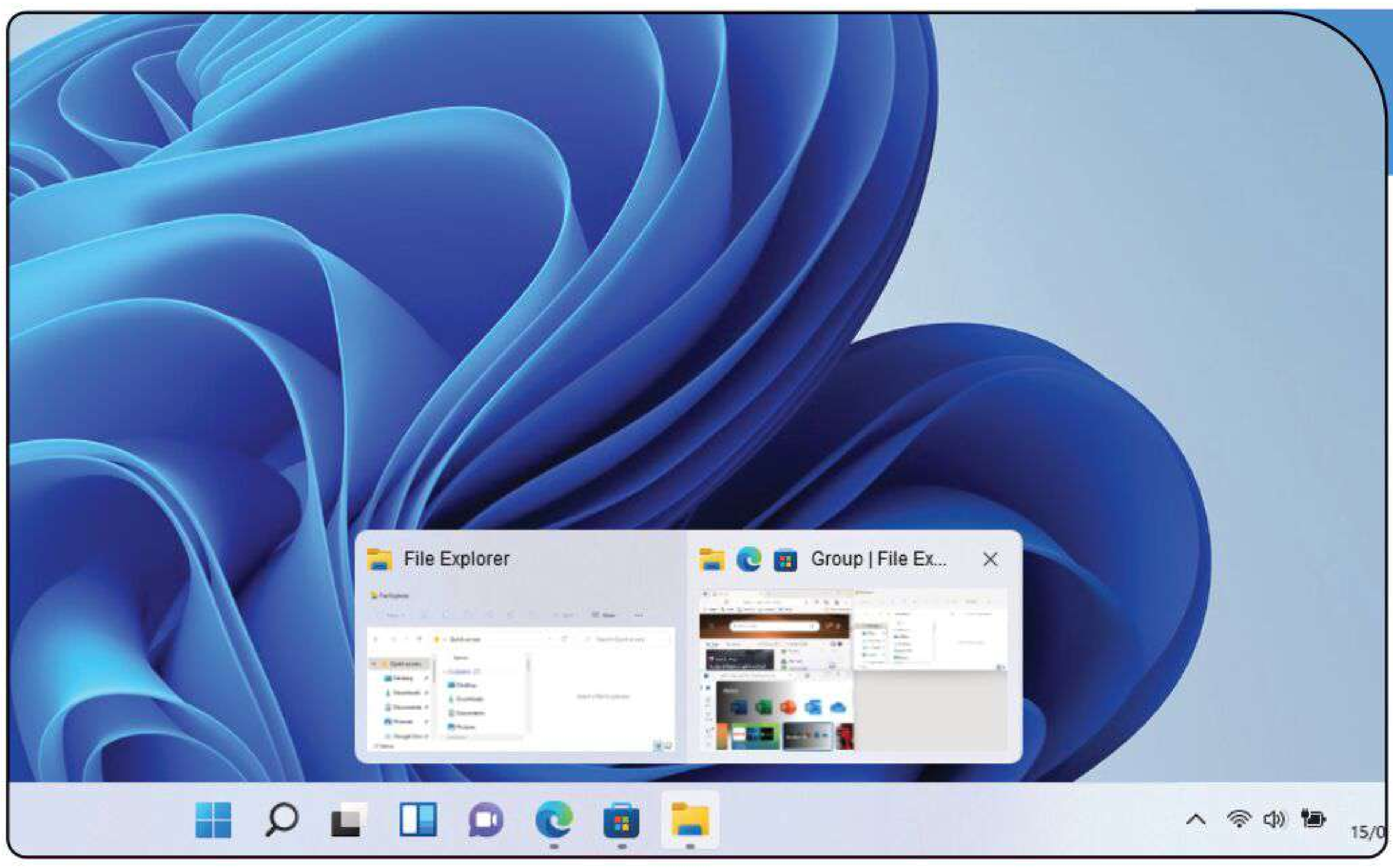
You can snap apps and windows into position using a keyboard shortcut as well. Highlight a window and then press Windows Key + one of the arrow keys. Depending on which direction you press, the window will snap left, right, up or down. Combine key presses to snap up and left, for example.

Using Snap Groups


Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
27 items
Folders (7)
Home
Microsoft 365

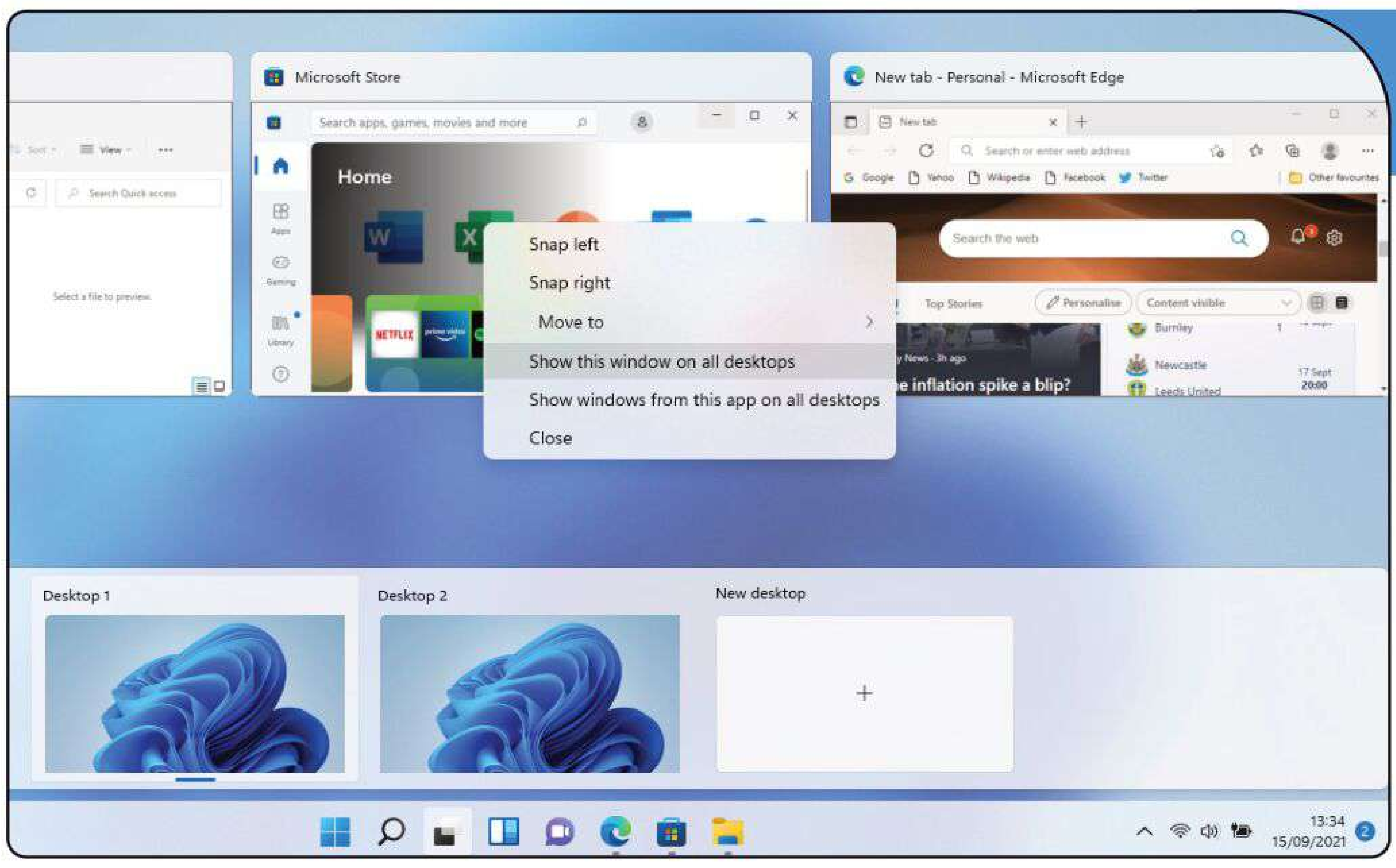
Step 1

Once you have created a Snap Layout, or multiple layouts, you can minimise the whole thing (by clicking the Show Desktop button on the right of the taskbar) or minimise each individual app or window. As long as they are not closed, the layout persists as a Snap Group.


File Explorer
Group | File Ex...

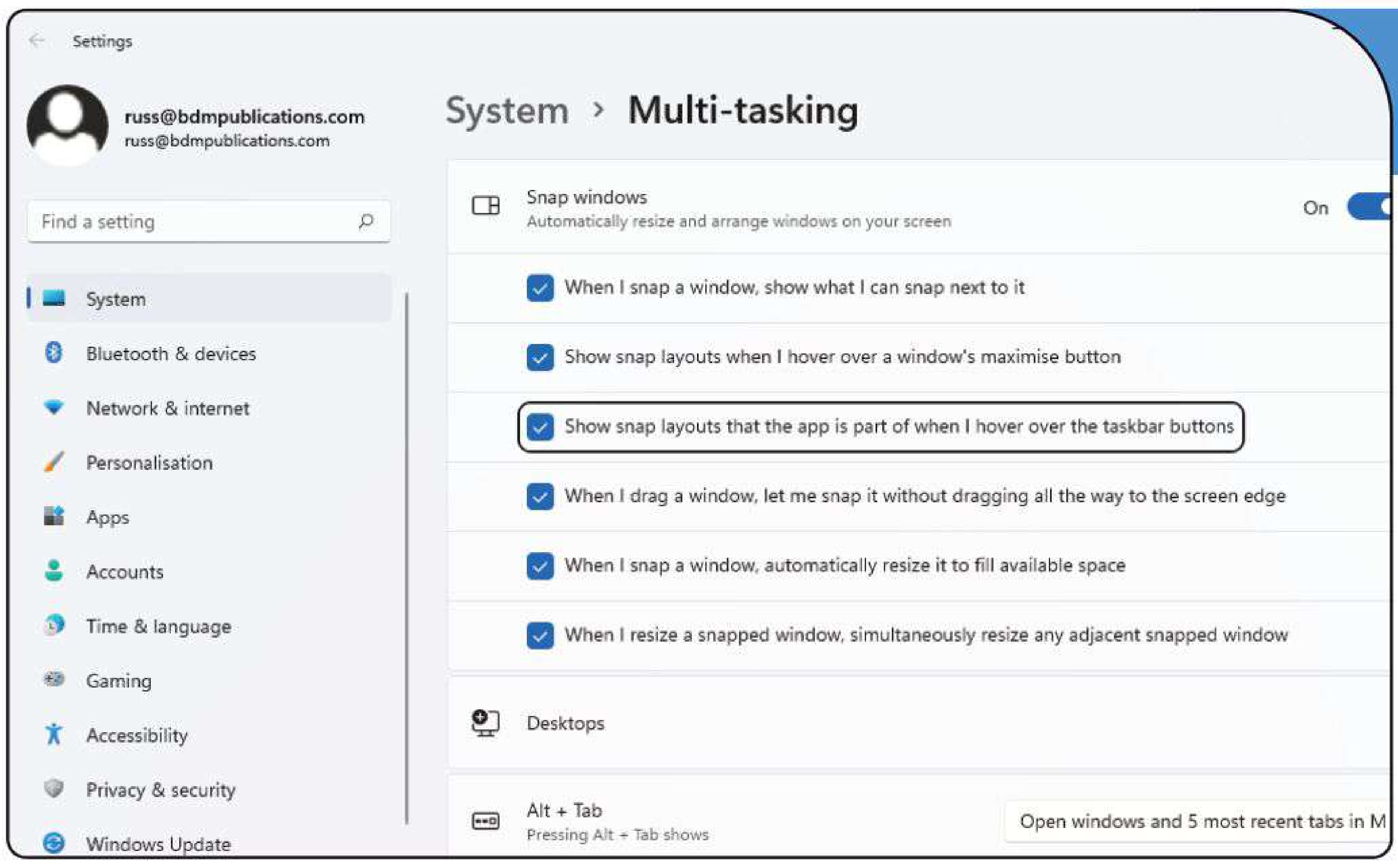
Step 2

If you move your mouse over any of the Taskbar icons of apps or windows in a group, two Peek windows will pop up. One shows the app on its own, and they other shows the app in the group. To re-open the group, just click on the group preview. To open the app on its own, click that preview.


Microsoft Store
New tab - Personal - Microsoft Edge
Snap left
Snap right
Move to
Show this window on all desktops
Show windows from this app on all desktops
Close
Desktop 1
Desktop 2
New desktop
13:34
15/09/2021

Step 3

If you use multiple desktops, you can move Snap Groups to any of the additional desktop areas. Just open the Task View, and then right click on each of the apps or windows in the group and choose, “Show this window on all desktop”. The group will automatically be recreated on the other desktop.


Settings
russ@bdmpublications.com
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update

System › Multi-tasking

Snap windows
Automatically resize and arrange windows on your screen
On

☑ When I snap a window, show what I can snap next to it

☑ Show snap layouts when I hover over a window's maximise button

☑ Show snap layouts that the app is part of when I hover over the taskbar buttons

☑ When I drag a window, let me snap it without dragging all the way to the screen edge

☑ When I snap a window, automatically resize it to fill available space

☑ When I resize a snapped window, simultaneously resize any adjacent snapped window

Desktops

Alt + Tab
Pressing Alt + Tab shows
Open windows and 5 most recent tabs in M

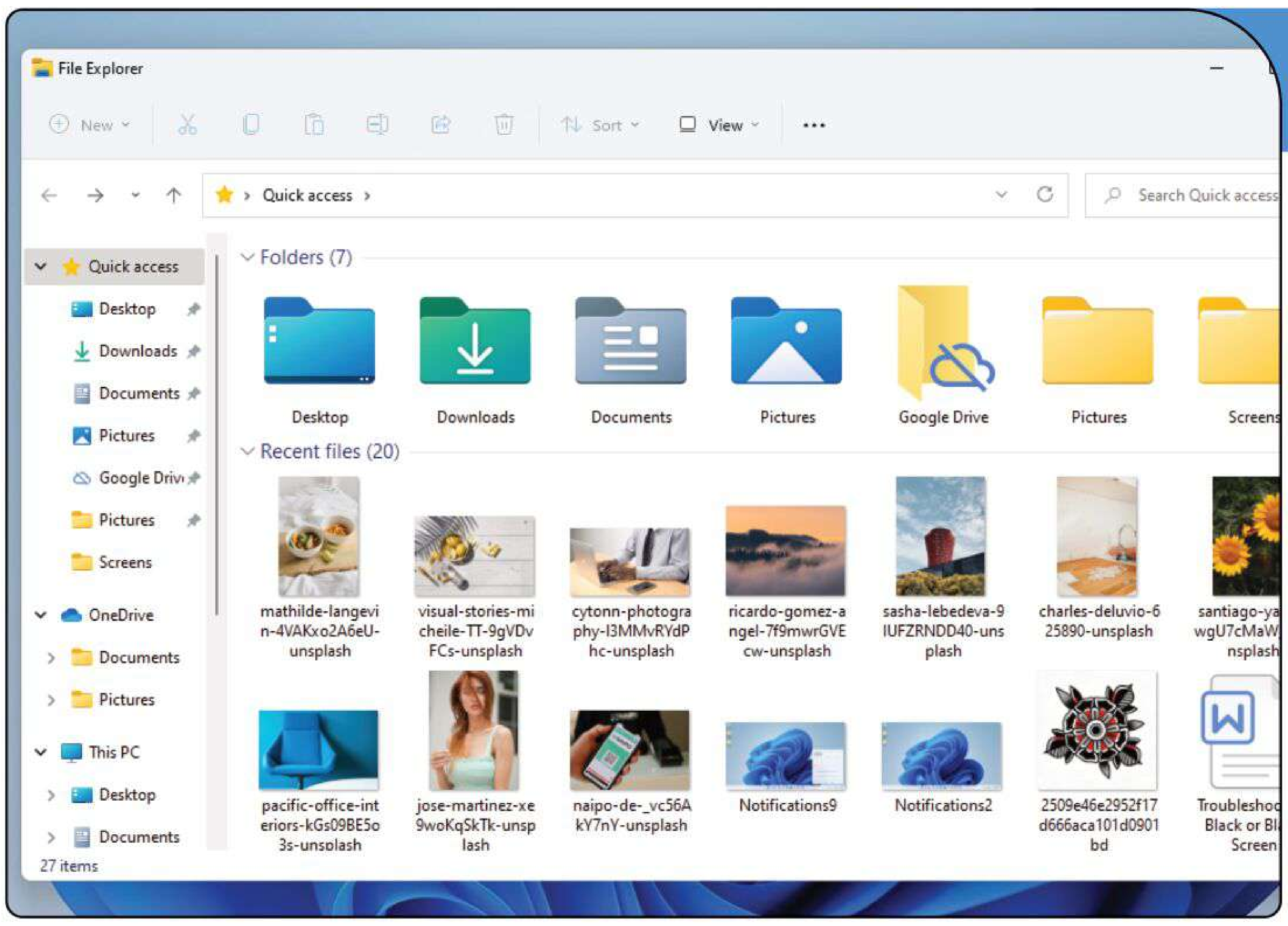
Step 4

You can find a lot of different settings for how windows snap in the main settings > System > Multi-tasking. Click the Snap windows option and a list of different settings will open. You can also, if you wish, completely turn off window snapping here, using the slider switch.

How to Use File Explorer

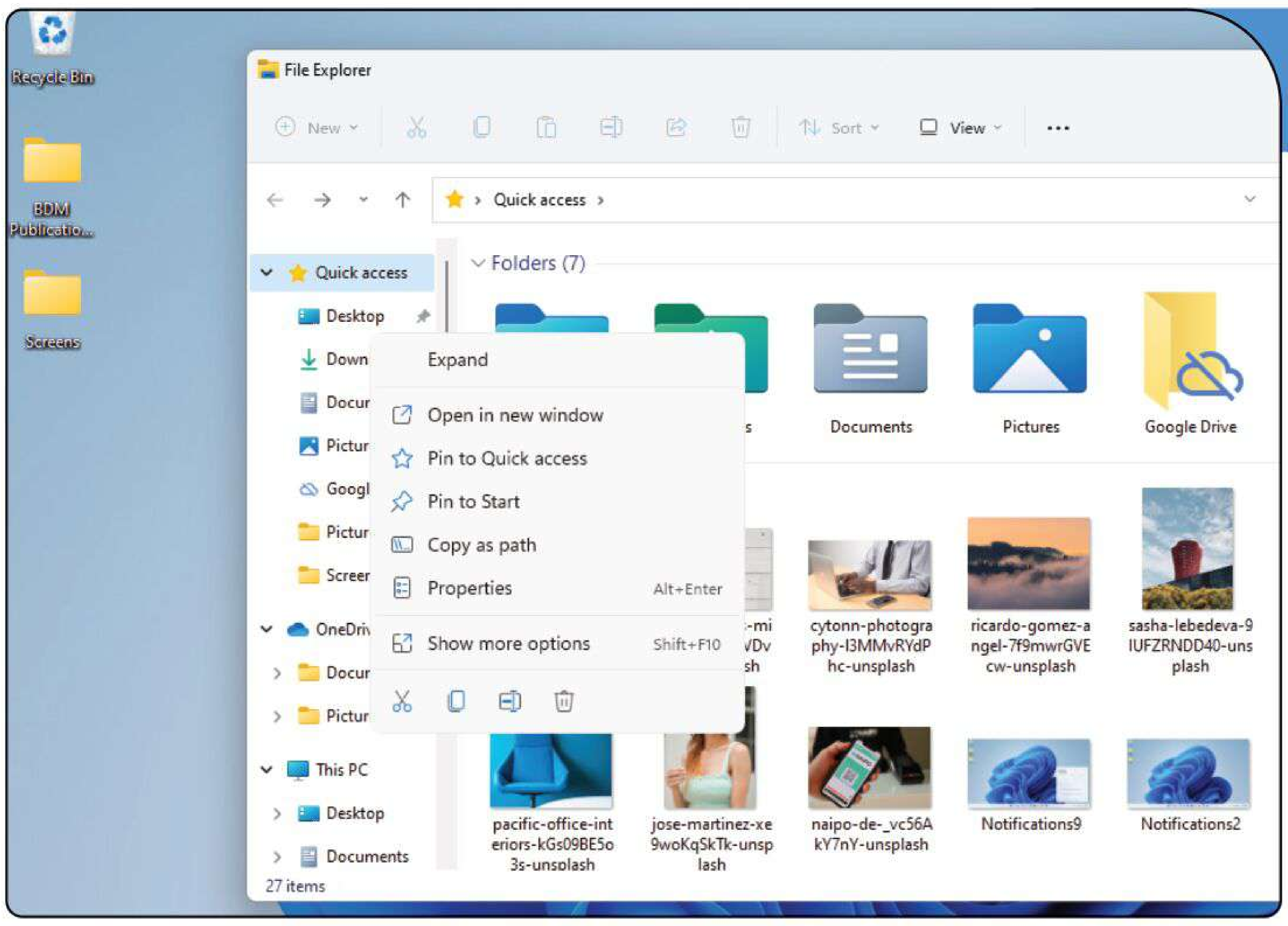
You can just use the powerful and improved search feature to find files and documents on your computer; but the new, simplified File Explorer is often a better choice, especially if you are looking for groups of files or want to preview several files to find the right one.

What's New in File Explorer?


File Explorer
New
Sort
View
Quick access
Search Quick access
Folders (7)
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
Recent files (20)
mathilde-langevin-4VAKxo2A6eU-unsplash
visual-stories-micheile-TT-9gVDvFCs-unsplash
cytonn-photography-I3MMvRYdPhc-unsplash
ricardo-gomez-angel-7f9mwrGVEcw-unsplash
sasha-lebedeva-9IUFZRNDD40-unsplash
charles-deluvio-625890-unsplash
santiago-ya wgU7cMaW nsplash
pacific-office-interiors-kGs09BE5o3s-unsplash
jose-martinez-xe9woKqSkTk-unsplash
naipo-de-_vc56AkY7nY-unsplash
Notifications9
Notifications2
2509e46e2952f17d666aca101d0901bd
Troubleshoo Black or Bl Screen
Quick access
Desktop
Downloads
Documents
Pictures
Google Driv
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Desktop
Documents
27 items

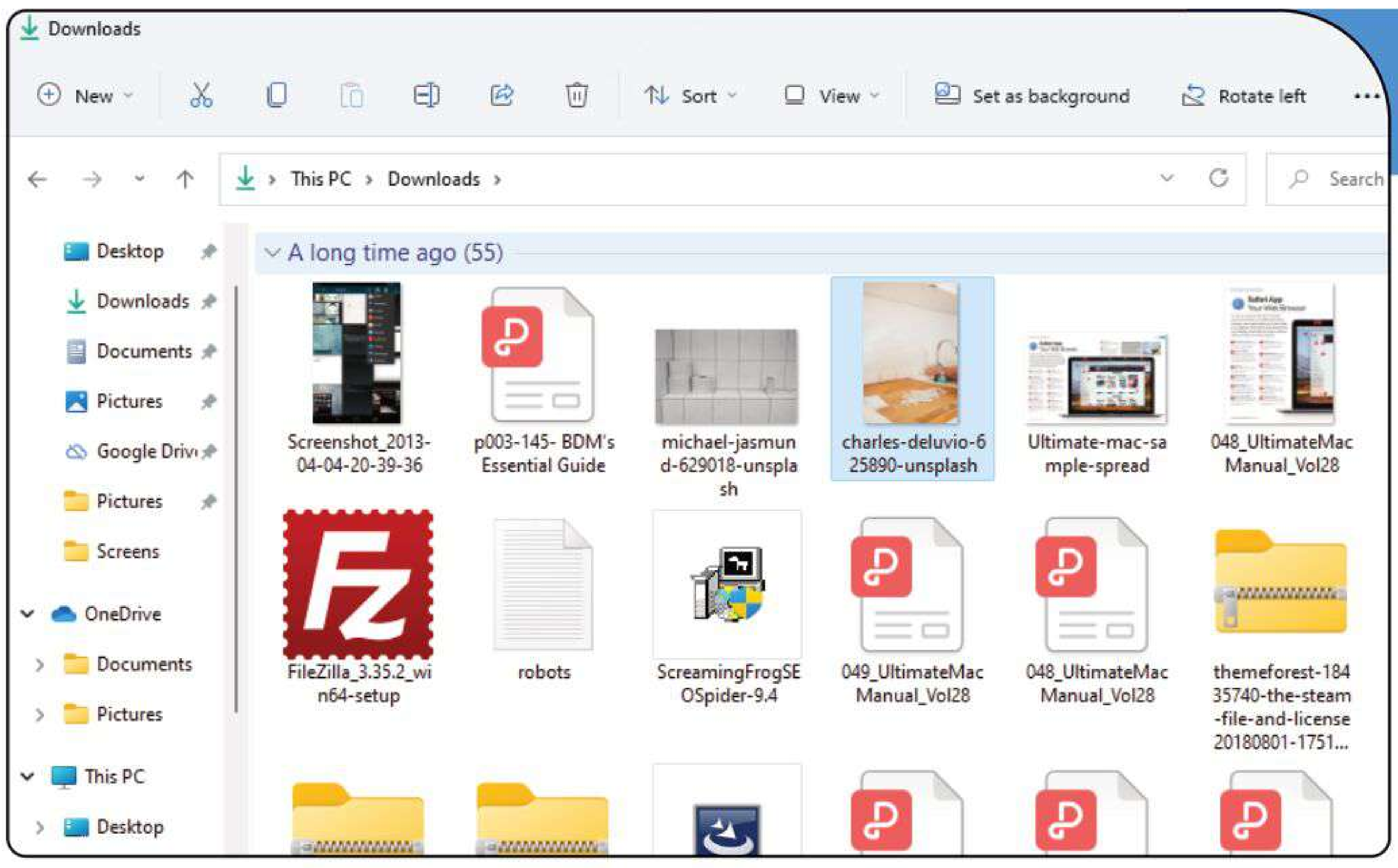
Step 1

The way you browse files in Windows 11 is similar to previous versions of Windows, but File Explorer has been slightly simplified. The main Quick Access window shows you your most frequently used folders (after all, how many of us dip into more than five or ten folders in a day?) and also recent files.


Recycle Bin
BDM Publicatio...
Screens
File Explorer
New
Sort
View
Quick access
Folders (7)
Documents
Pictures
Google Drive
Expand
Open in new window
Pin to Quick access
Pin to Start
Copy as path
Properties Alt+Enter
Show more options Shift+F10
cytonn-photography-I3MMvRYdPhc-unsplash
ricardo-gomez-angel-7f9mwrGVEcw-unsplash
sasha-lebedeva-9IUFZRNDD40-unsplash
pacific-office-interiors-kGs09BE5o3s-unsplash
jose-martinez-xe9woKqSkTk-unsplash
naipo-de-_vc56AkY7nY-unsplash
Notifications9
Notifications2
Quick access
Desktop
Down
Docur
Pictur
Googl
Pictur
Screer
OneDriv
Docur
Pictur
This PC
Desktop
Documents
27 items

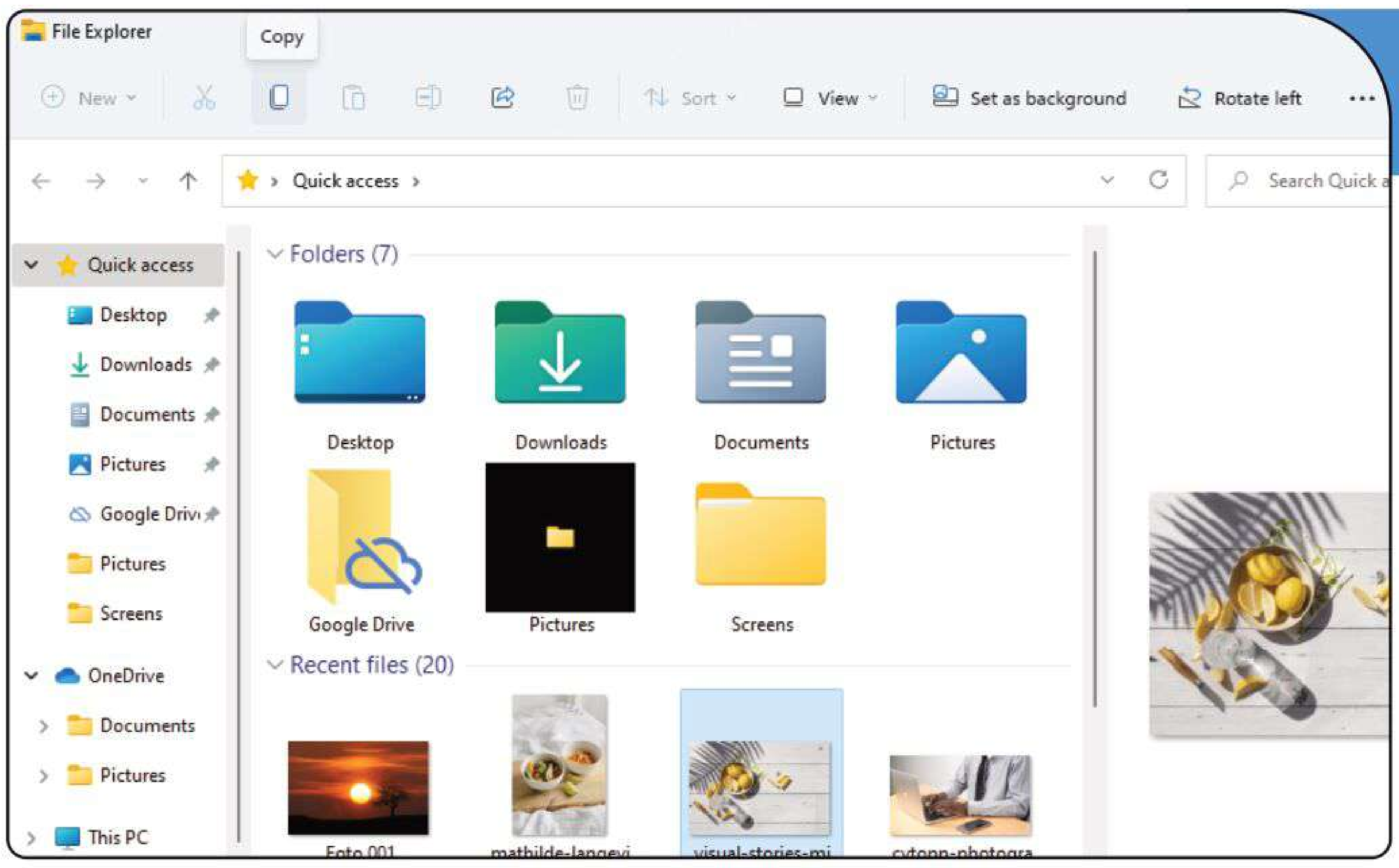
Step 2

The sidebar also works on the same principle, and via a new Quick Access feature you can pin folders or files that you want to stick around. It will also show you Frequent folders too. You can pin things permanently onto Quick Access by right-clicking them and selecting Add to Quick Access.


Downloads
New
Sort
View
Set as background
Rotate left
This PC › Downloads ›
Search
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Desktop
A long time ago (55)
Screenshot_2013-04-04-20-39-36
p003-145- BDM's Essential Guide
michael-jasmund-629018-unsplash
charles-deluvio-625890-unsplash
Ultimate-mac-sample-spread
048_UltimateMac Manual_Vol28
FileZilla_3.35.2_win64-setup
robots
ScreamingFrogSEOSpider-9.4
049_UltimateMac Manual_Vol28
048_UltimateMac Manual_Vol28
themeforest-18435740-the-steam-file-and-license 20180801-1751...

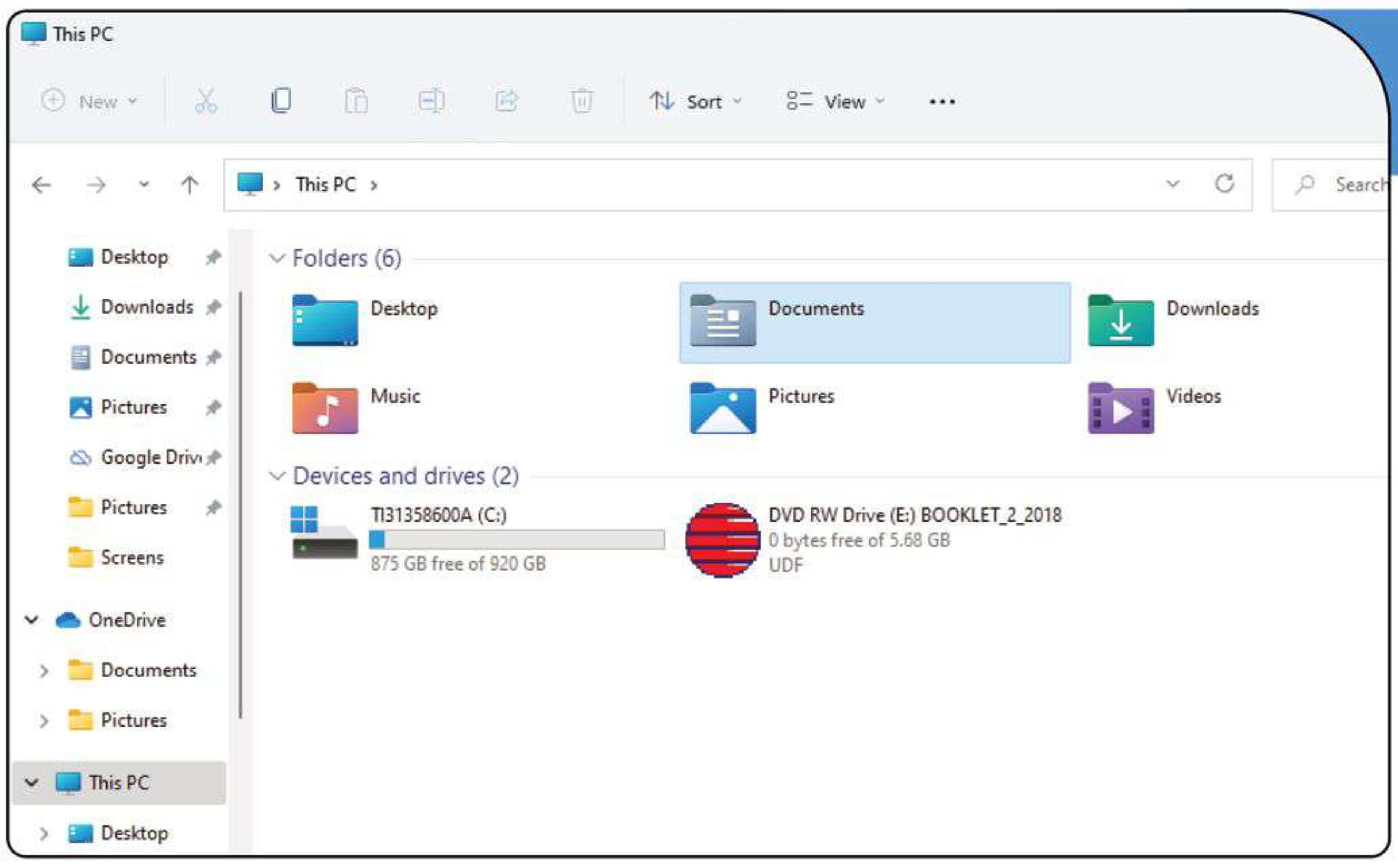
Step 3

There are new icons across all File Explorer views. And there are a lot more file operations that you can access on the menu at the top of the window (known as the 'ribbon'), without the need to use the right-click menu. This makes it easier to use on PCs with touch screens.


File Explorer
Copy
New
Sort
View
Set as background
Rotate left
Quick access ›
Search Quick a
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Folders (7)
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
Recent files (20)

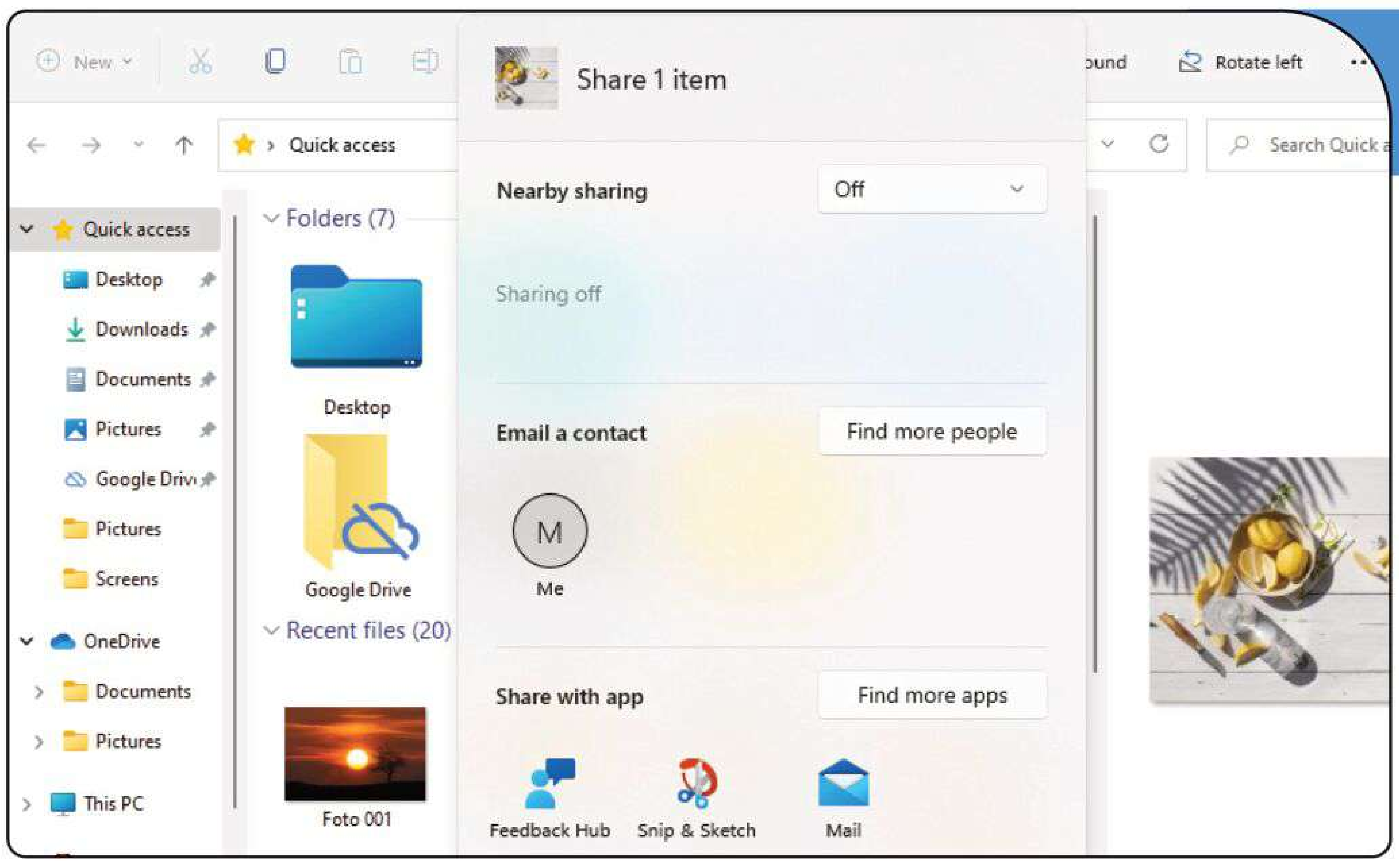
Step 4

The new icons are all fairly self-explanatory if you have used any PC in the past. There are icons for Cut, Copy, Delete, Rename and Share, as well as folder control icons like View and Sort. If you are unsure what any icon does, just hover your pointer over one to see a label pop up.


This PC
New
Sort
View
This PC ›
Search
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Desktop
Folders (6)
Desktop
Documents
Downloads
Music
Pictures
Videos
Devices and drives (2)
TI31358600A (C:)
875 GB free of 920 GB
DVD RW Drive (E:) BOOKLET_2_2018
0 bytes free of 5.68 GB
UDF

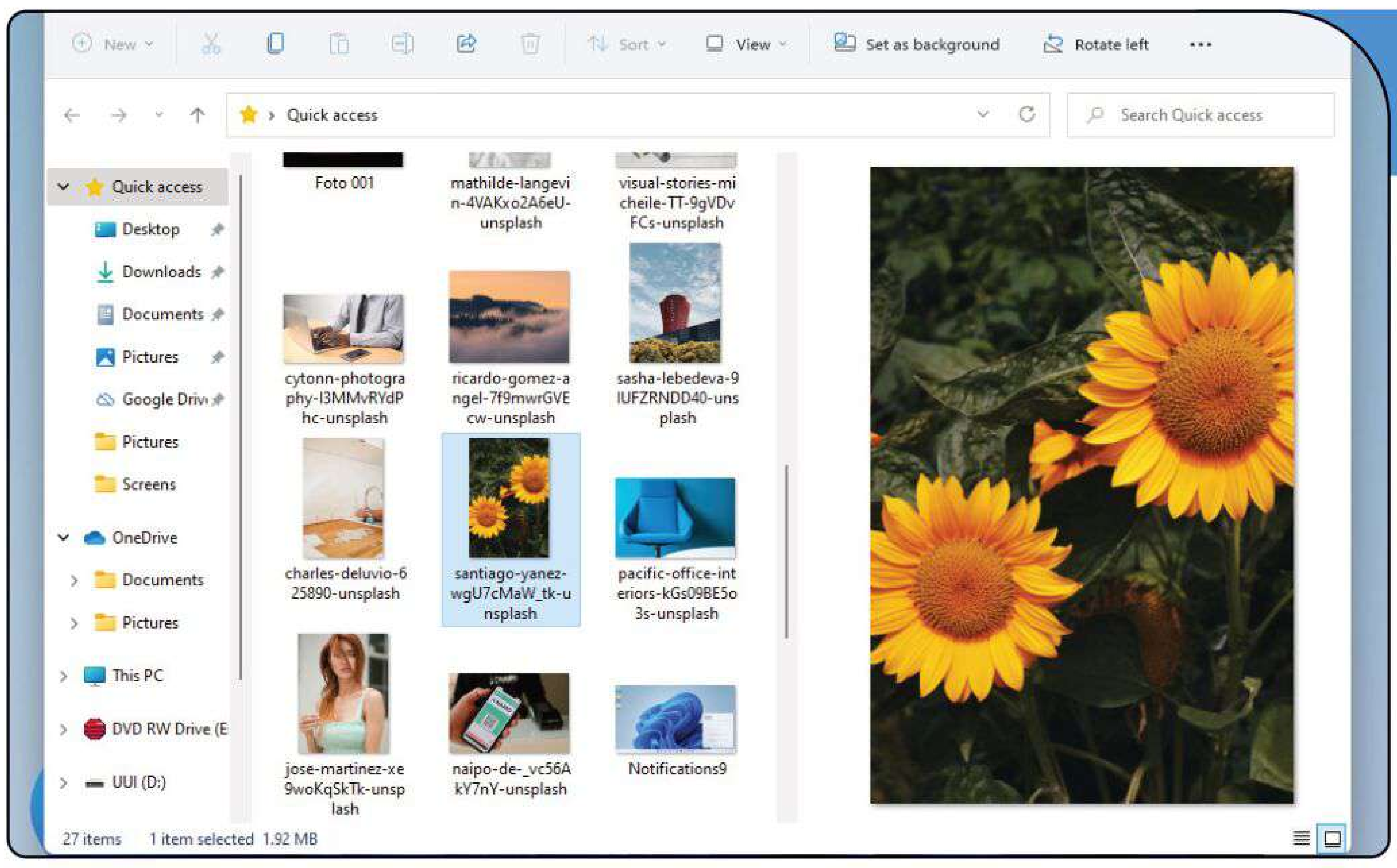
Step 5

The simplification continues on the This PC screen. All of the controls are still there, you just need to click on the More menu (the three dots) in the top bar. This menu is contextual. For example, select a drive such as C: and then click the menu to see options such as "Map network drive" and "Burn to disc".


New
Quick access
Search Quick a
Rotate left
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Folders (7)
Desktop
Google Drive
Recent files (20)
Foto 001
Share 1 item
Nearby sharing
Off
Sharing off
Email a contact
Find more people
M
Me
Share with app
Find more apps
Feedback Hub
Snip & Sketch
Mail

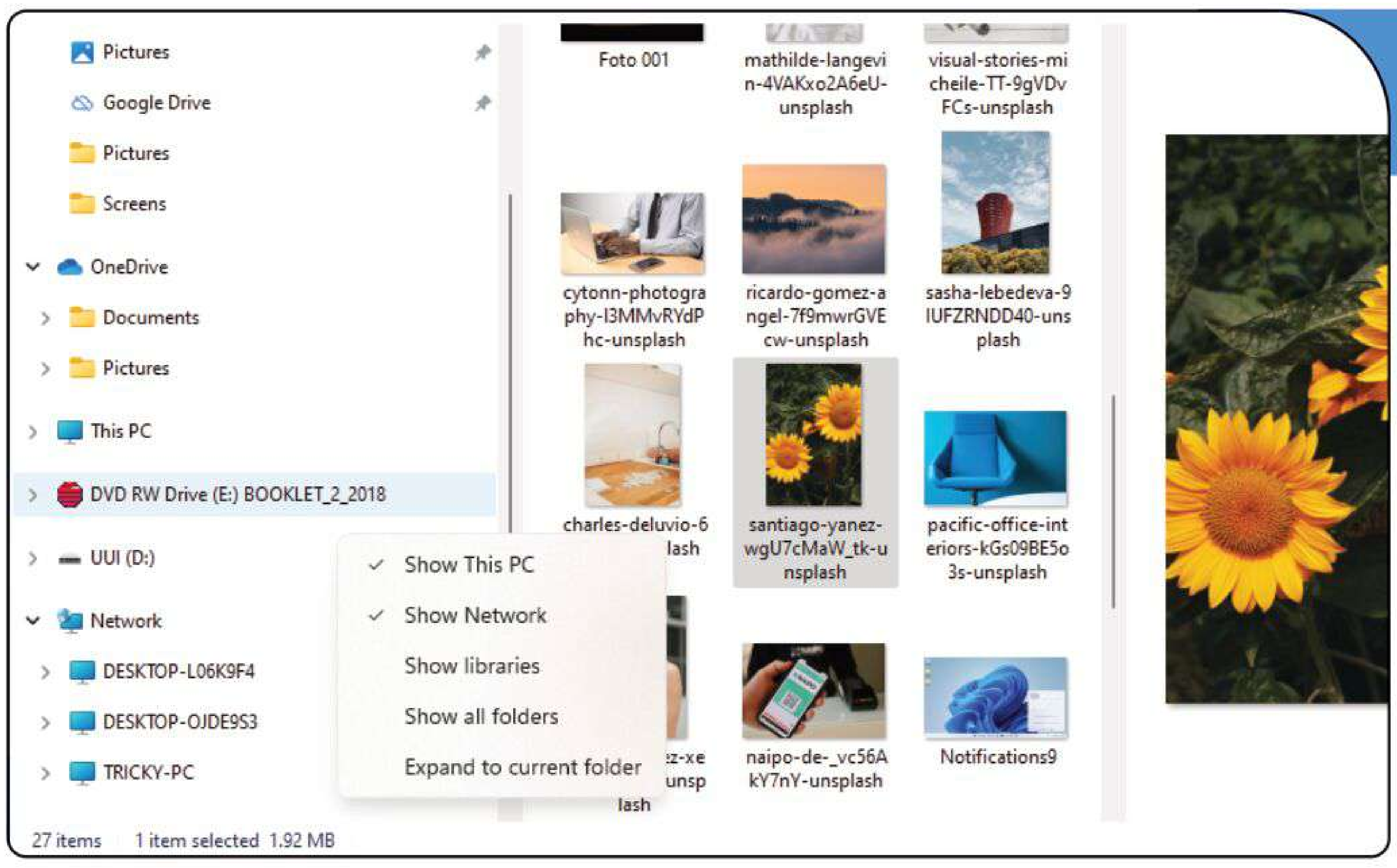
Step 6

Sharing files in File Explorer is again similar to Windows 10. Select one or more files in the window, click the Share button and the share panel will open. The sharing options shown here will vary depending on which apps you have installed and which communication features you have set up.


New
Sort
View
Set as background
Rotate left
Quick access
Search Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E
UUI (D:)
Foto 001
mathilde-langevin-4VAKxo2A6eU-unsplash
visual-stories-micheile-TT-9gVDvFCs-unsplash
cytonn-photography-I3MMvRYdPhc-unsplash
ricardo-gomez-angel-7f9mwrGVEcw-unsplash
sasha-lebedeva-9IUFZRNDD40-unsplash
charles-deluvio-625890-unsplash
santiago-yanez-wgU7cMaW_tk-unsplash
pacific-office-interiors-kGs09BE5o3s-unsplash
jose-martinez-xe9woKqSkTk-unsplash
naipo-de-_vc56AkY7nY-unsplash
Notifications9
27 items 1 item selected 1.92 MB

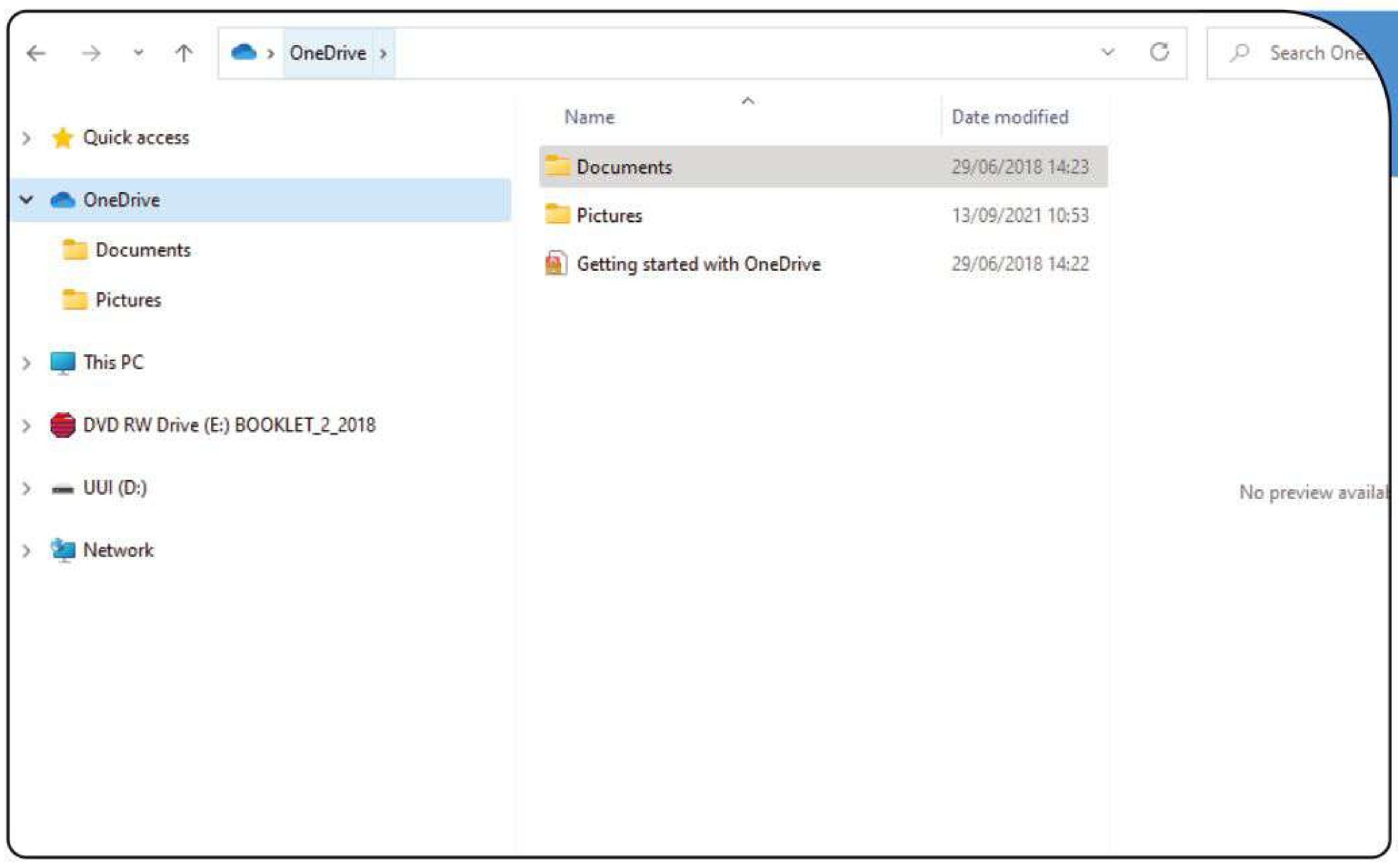
Step 7

When viewing some files, such as photos, in File Explorer, it can be useful to see a larger preview. This feature if turned off by default, but can be enabled at any time. In any folder in File Explorer, click the View tab and then click Show. From the new menu you can choose to see a Preview pane.


Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKLET_2_2018
UUI (D:)
Network
DESKTOP-L06K9F4
DESKTOP-OJDE9S3
TRICKY-PC
✓ Show This PC
✓ Show Network
Show libraries
Show all folders
Expand to current folder
Foto 001
mathilde-langevin-4VAKxo2A6eU-unsplash
visual-stories-micheile-TT-9gVDvFCs-unsplash
cytonn-photography-I3MMvRYdPhc-unsplash
ricardo-gomez-angel-7f9mwrGVEcw-unsplash
sasha-lebedeva-9IUFZRNDD40-unsplash
charles-deluvio-6
santiago-yanez-wgU7cMaW_tk-unsplash
pacific-office-interiors-kGs09BE5o3s-unsplash
naipo-de-_vc56AkY7nY-unsplash
Notifications9
27 items 1 item selected 1.92 MB

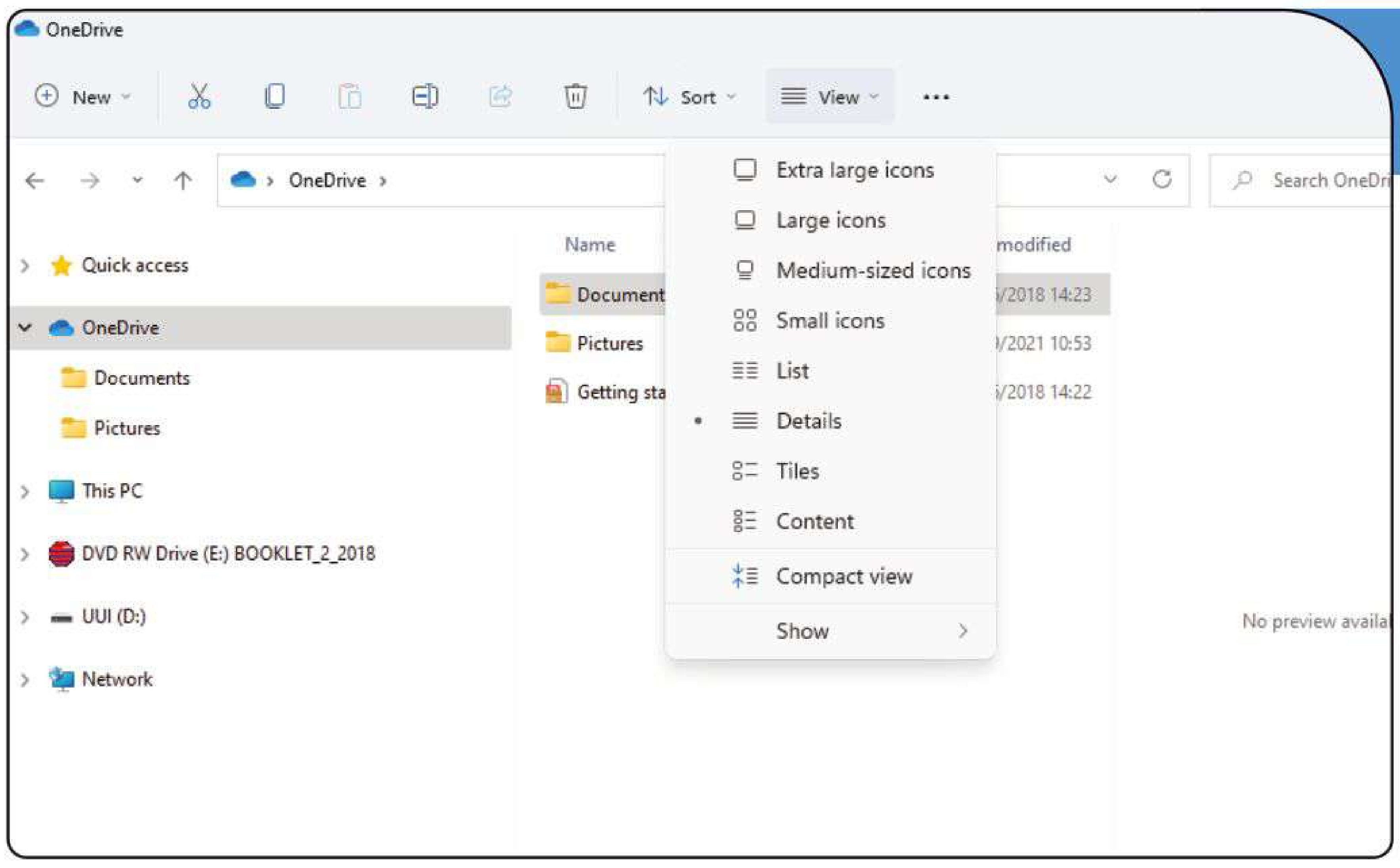
Step 8

You can access just about every folder on your computer, both system and created folders, from the File Explorer. There are several folders in the sidebar that are always shown, including This PC, Network and OneDrive. Right click on the sidebar to add even more useful folders to this area.


OneDrive
Search One
Quick access
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKLET_2_2018
UUI (D:)
Network
Name
Date modified
Documents 29/06/2018 14:23
Pictures 13/09/2021 10:53
Getting started with OneDrive 29/06/2018 14:22
No preview avail

Step 9

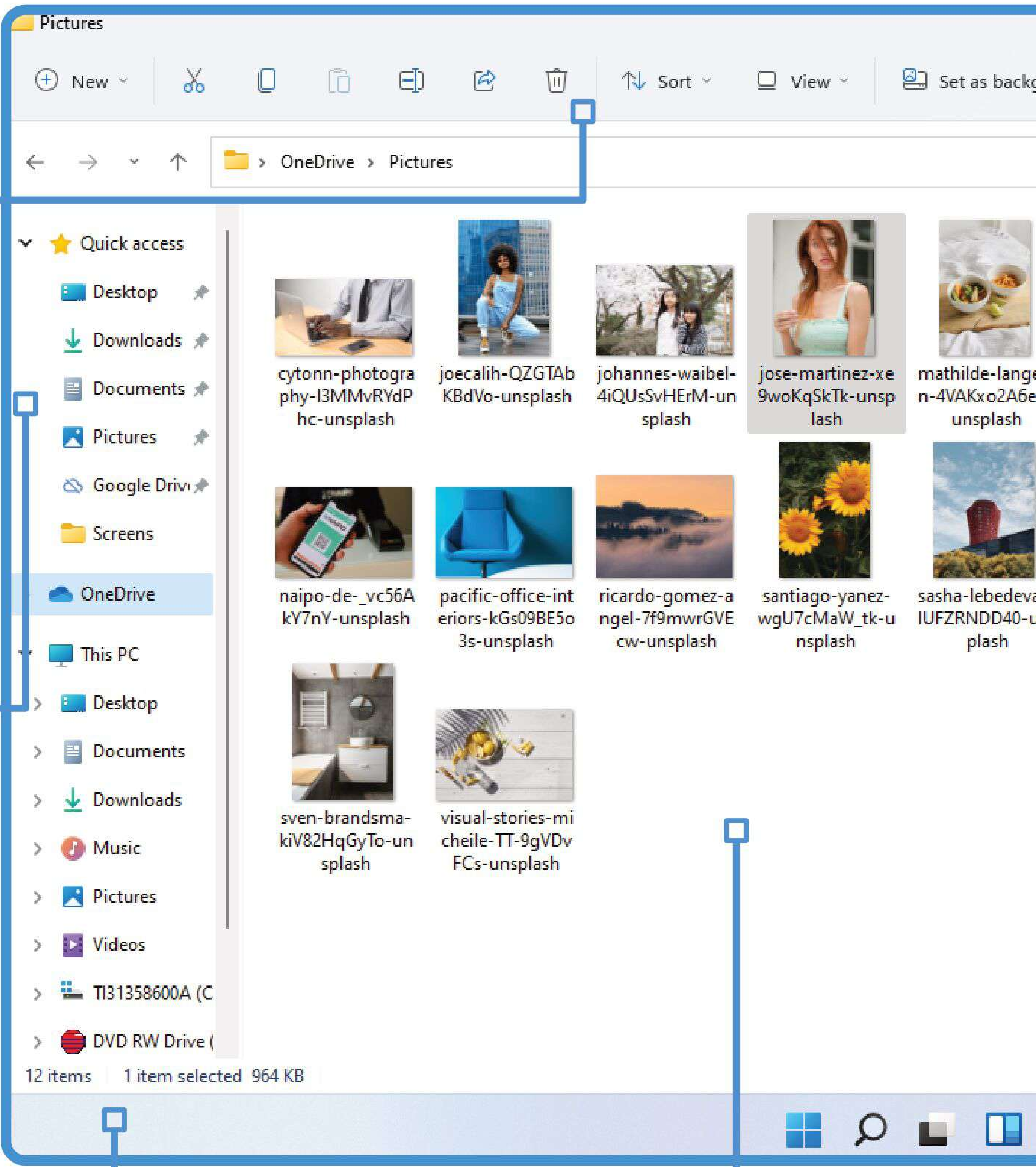
If you've come from an earlier version of Windows, you should be familiar with OneDrive. It's Microsoft's cloud storage application and it's available to access directly from File Explorer in Windows 11; so you can view your cloud-stored files just as if they were on your computer.


OneDrive
New
Sort
View
OneDrive
Search OneDr
Quick access
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKLET_2_2018
UUI (D:)
Network
Name
modified
Document
Pictures
Getting sta
Extra large icons
Large icons
Medium-sized icons
Small icons
List
• Details
Tiles
Content
Compact view
Show
No preview avail

Step 10

You can quickly change how you view files in File Explorer using the folder view buttons in the bottom-right corner (thumbnail view or detail view). There are many more folder options, including privacy and view options, accessed by clicking the More button and then choosing Options.

Inside File Explorer


Pictures
New
Sort
View
Set as backg
OneDrive › Pictures
Quick access
Desktop
Downloads
Documents
Pictures
Google Driv
Screens
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
TI31358600A (C
DVD RW Drive (
cytonn-photography-I3MMvRYdPhc-unsplash
joecalih-QZGTAbKBdVo-unsplash
johannes-waibel-4iQUsSvHErM-unsplash
jose-martinez-xe9woKqSkTk-unsplash
mathilde-langen-4VAKxo2A6e unsplash
naipo-de-_vc56AkY7nY-unsplash
pacific-office-interiors-kGs09BE5o3s-unsplash
ricardo-gomez-angel-7f9mwrGVEcw-unsplash
santiago-yanez-wgU7cMaW_tk-unsplash
sasha-lebedeva lUFZRNDD40-unsplash
sven-brandsma-kiV82HqGyTo-unsplash
visual-stories-micheile-TT-9gVDvFCs-unsplash
12 items 1 item selected 964 KB

File Explorer Toolbar

The simplified Explorer toolbar still contains all of the tools you need to manage the different files and folders you can view. Once you have selected a file or folder in the main pane, more tools become active. You can also click the "More menu" button to see additional options such as Burn to disc and Compress to Zip file.

Navigation Pane - Folders

The left-hand sidebar contains a list of different file folders on your computer. Clicking on any of the folders shown here will display the various files and folders inside; in the main pane. The list is split into sections, including Quick Access/ Recent, OneDrive and This PC. If you right-click on a blank area, you can choose to show All Folders here.

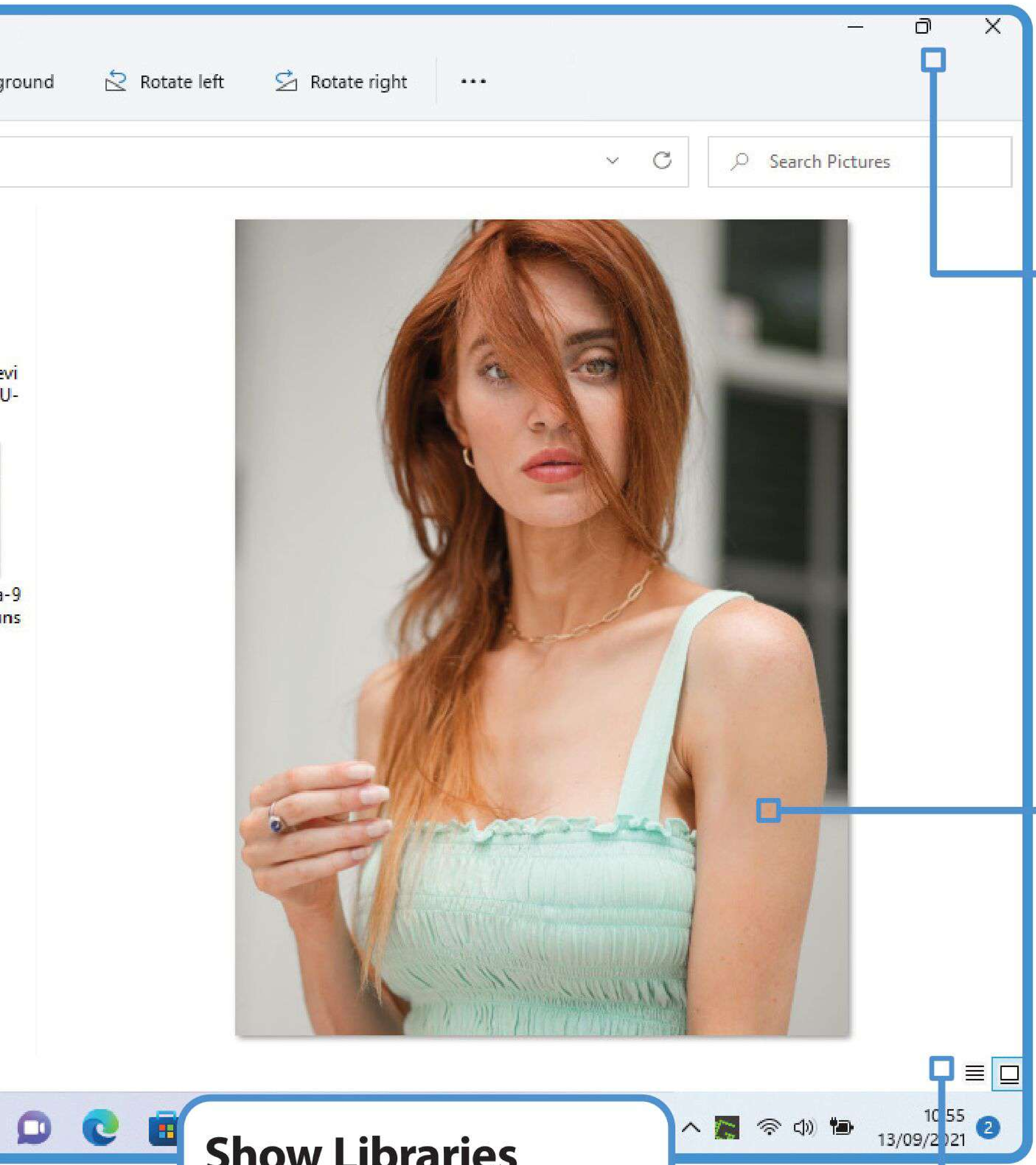
Info Bar

The thin bar along the bottom of the File Explorer displays several bits of useful information. If nothing in the main window is selected, the info bar shows the total number of items in the selected folder. Click on a file and the file size is also shown here. If you select several files, the number of items selected is shown, along with the total size of all selected items combined.

Folder Contents Pane

When a folder is selected in the File Location sidebar, its contents are shown in the main pane. The contents of any single folder may vary, but Windows uses standard icons to show Word docs, text files, various different image formats and shortcuts to apps and software. Images will usually be displayed as a thumbnail.

File Explorer is one of the most overlooked tools in Windows, but if you want to be able to find your accumulated photos, music files, word documents and other files, without having to use Search every time, it's definitely something you should be familiar with.



Window Controls

Almost every window that opens in Windows includes these controls. From left to right they are: Minimise, Maximise and Close. In Windows 11, moving the mouse over the maximise button brings up the Snap Layouts panel. Right-clicking on the control bar will show you a couple of extra controls, including Restore, Move and Size.

Preview Pane

If the preview pane is enabled, approximately a third of the File Explorer window will be reserved for a preview of any selected files. Normally, only image, html and text files will display a preview in this pane. The preview pane can be increased or decreased in size by clicking and dragging the scroll bar to the left of it.

Show Libraries

Your Libraries in Windows 11 are preset system folders that are the default locations for your Camera Roll, Music, Saved Pictures, Documents, Pictures and Videos. You can easily have these displayed in the File Explorer. Right-click on any free area of the Navigation Pane and from the menu, click Show Libraries. You can then expand the list of libraries by clicking the small arrow.

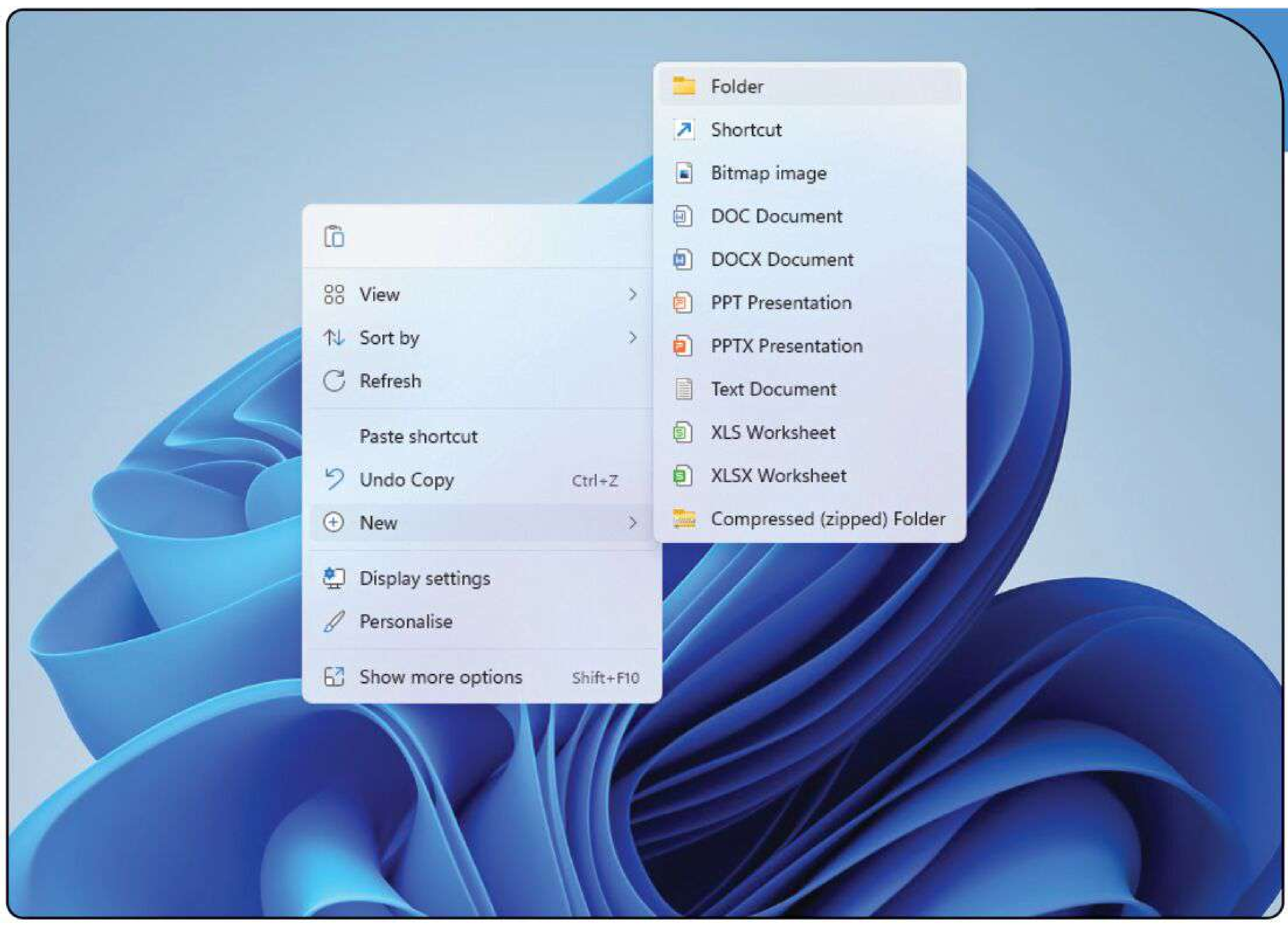
Folder View

The two buttons here let you choose between viewing the contents of the folder in a thumbnail format or alternatively, as a list. When the folder items are displayed as a list, you can choose to display a varying amount of information, including date last modified, file type and file size. Items shown as a list will still display a preview in the Preview Pane when selected.

Managing Folders

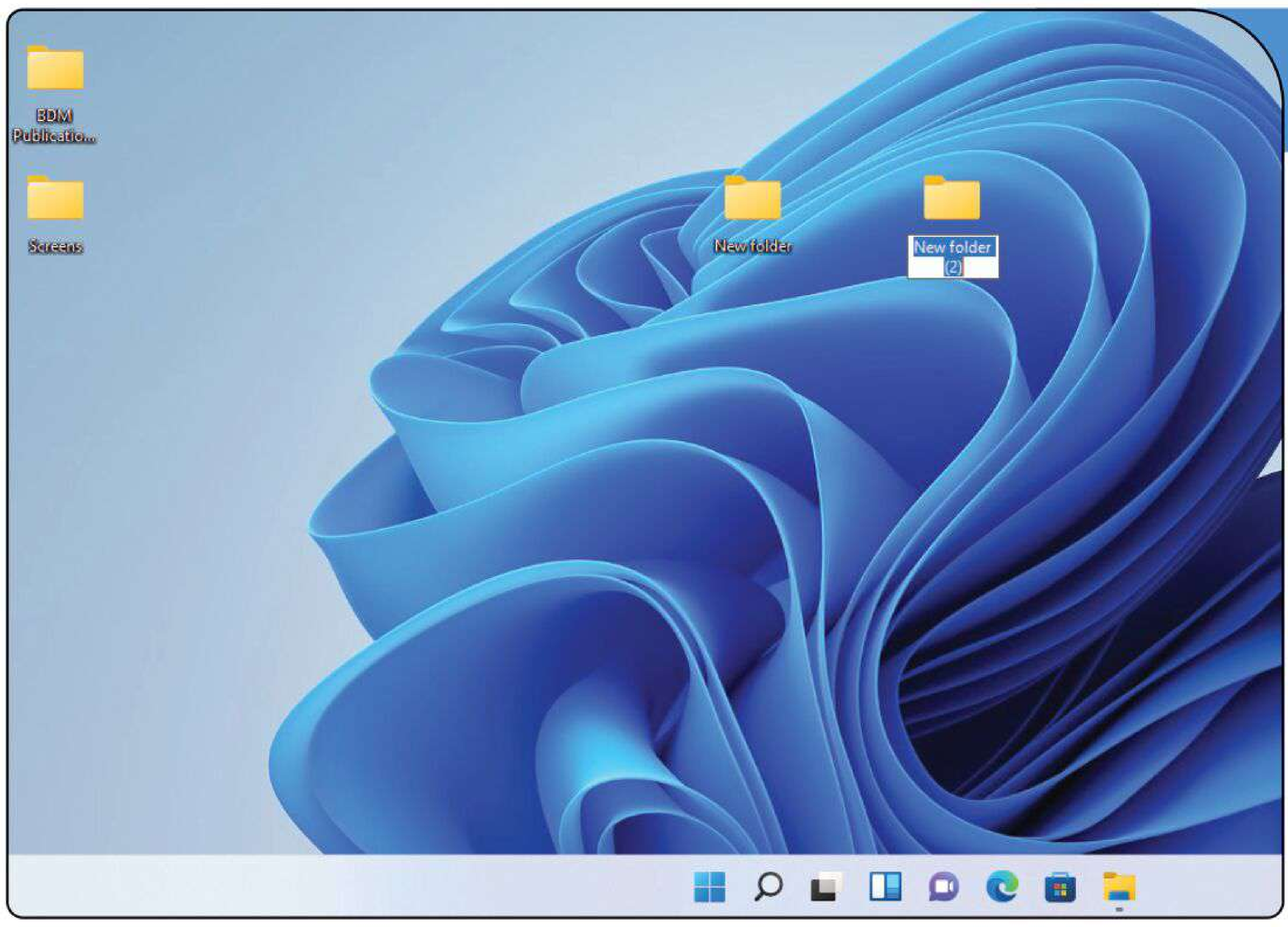
Despite all of the changes to the Window's OS, folders have remained one of the core tools for organising your files. Much more than just boxes to keep your photos or music files in, folders can really help to improve how you use Windows 11 on a day-to-day basis.

Creating New Folders


View
Sort by
Refresh
Paste shortcut
Undo Copy
Ctrl+Z
New
Display settings
Personalise
Show more options
Shift+F10
Folder
Shortcut
Bitmap image
DOC Document
DOCX Document
PPT Presentation
PPTX Presentation
Text Document
XLS Worksheet
XLSX Worksheet
Compressed (zipped) Folder

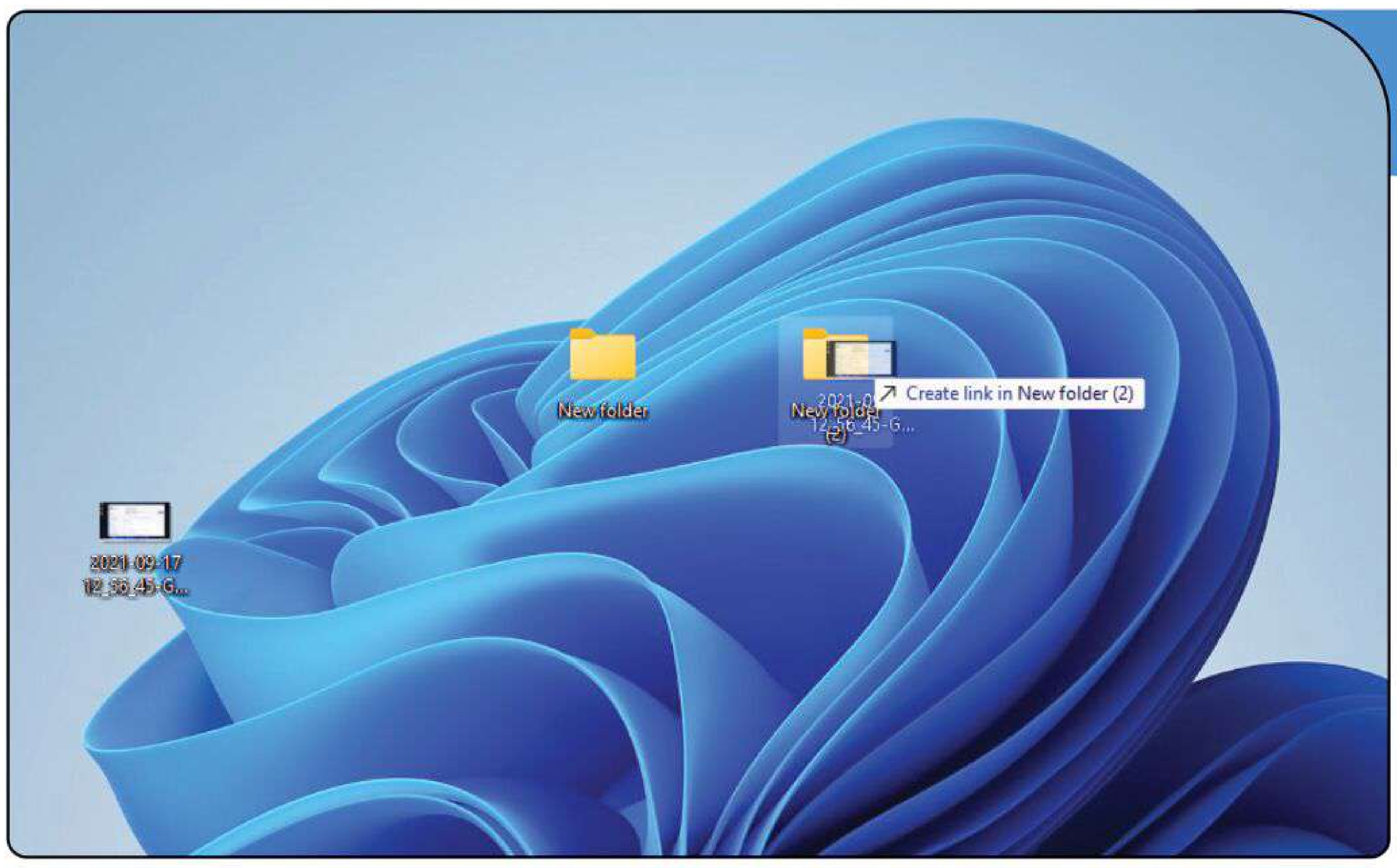
Step 1

On the desktop, right-click and select New folder from the action menu that appears. The familiar yellow folder icon will then appear at that position on the desktop (wherever you clicked), with the name automatically set as 'New folder' but highlighted ready to change.


BDM Publicatio...
Screens
New folder
New folder (2)

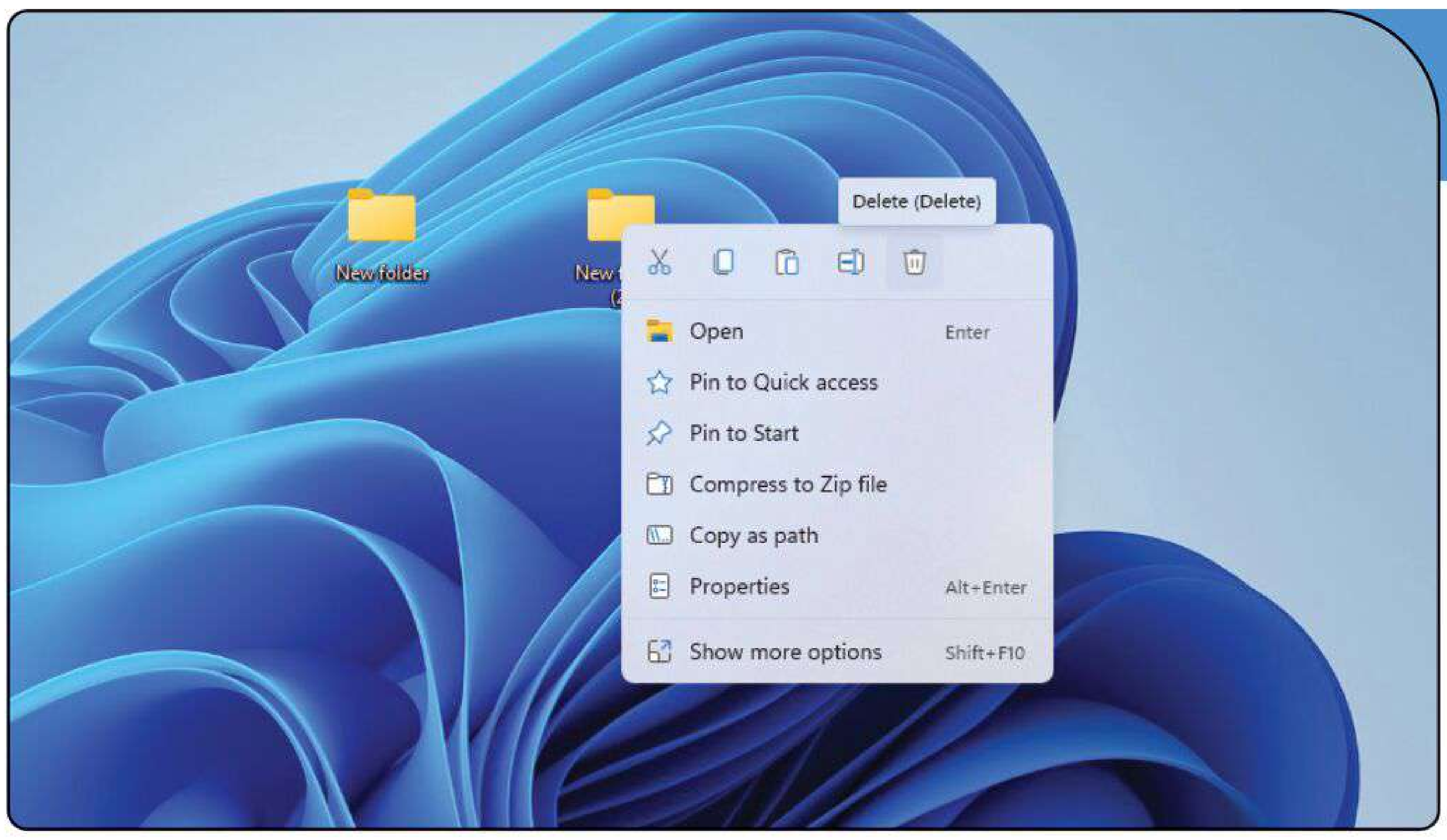
Step 2

You can leave the name as 'New folder' if you wish. If you then create a second folder next to the first, it will automatically be named 'New folder (2)'. You can rename a folder at any time by left-clicking on the title once, or right-clicking and selecting Rename from the menu.


New folder
New folder (2)
Create link in New folder (2)
2021-09-17 12_56_45-G...

Step 3

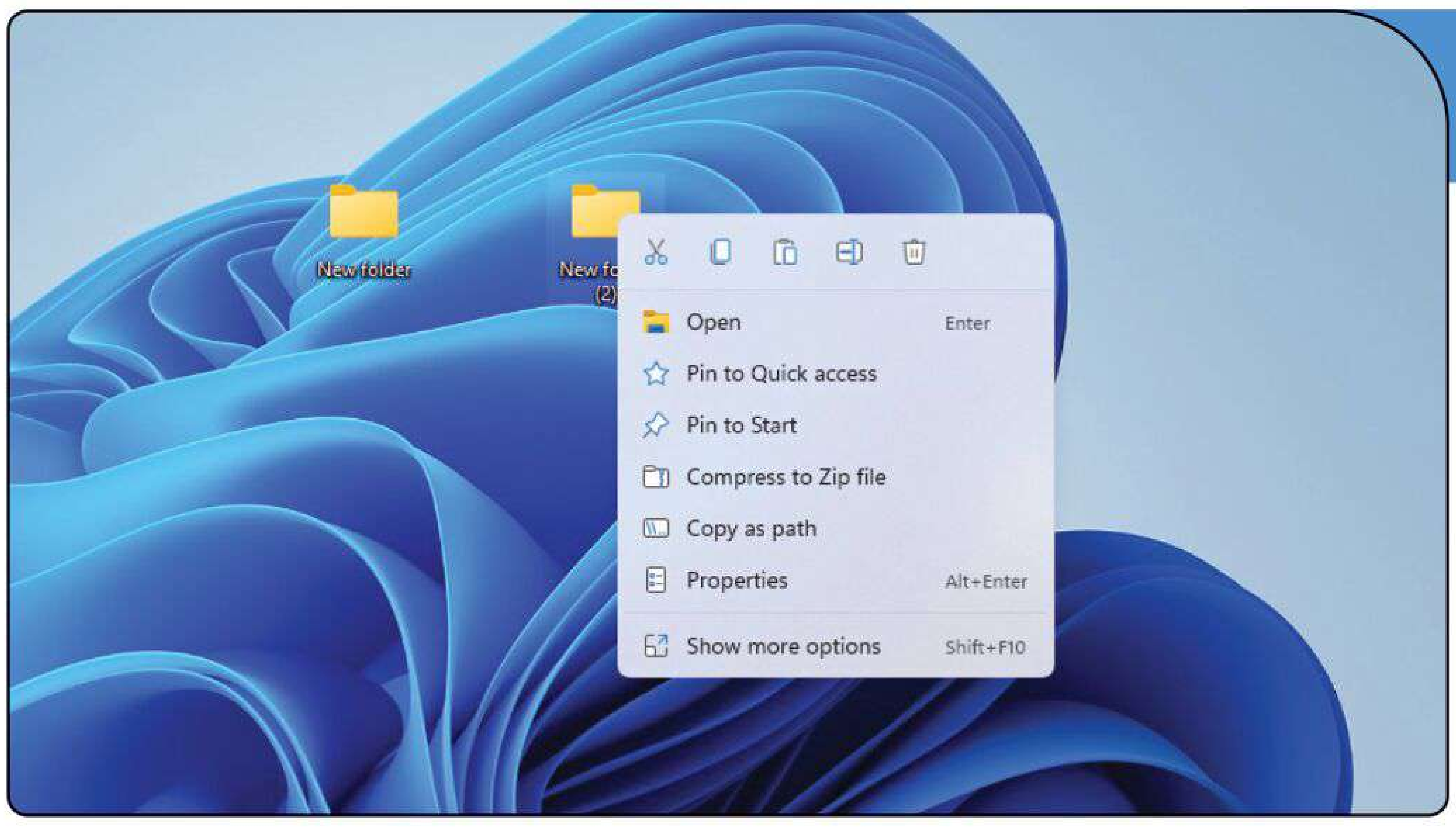
Double-click any folder to open it and view the contents. You can move items into a folder by selecting, dragging and dropping into an open folder or a closed one. If the folder is closed, drag the selected items over the top of it until the folder is highlighted, then release.


New folder
Delete (Delete)
Open Enter
Pin to Quick access
Pin to Start
Compress to Zip file
Copy as path
Properties Alt+Enter
Show more options Shift+F10

Step 4

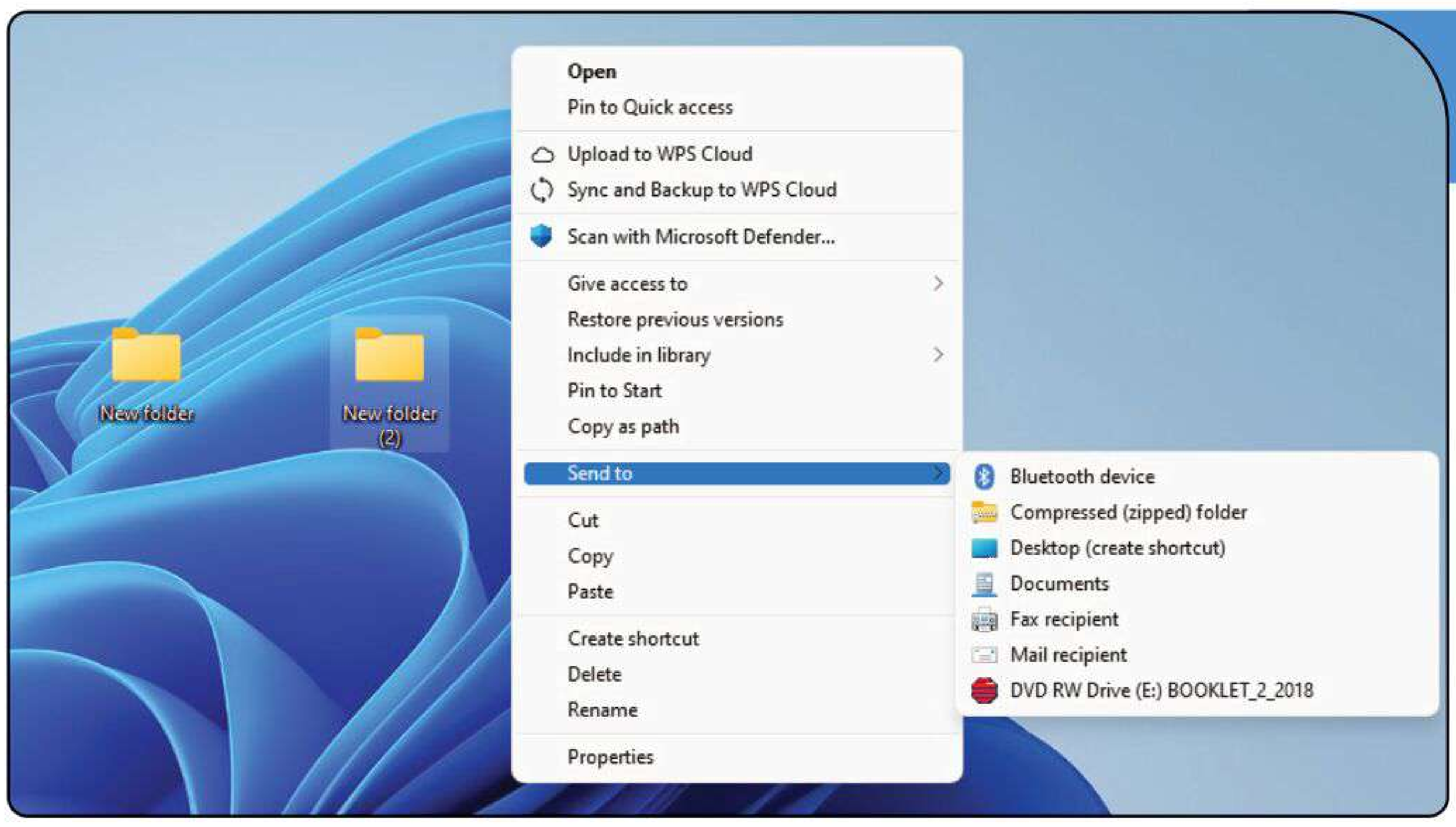
To delete a folder, right-click on it and select Delete from the action menu. You can also click and drag the folder to the Recycle Bin icon on your desktop. Anything in the folder will also be placed in the recycle bin. To move folders around the desktop, just click, drag and drop them.

Managing Your Folders


New folder
Open Enter
Pin to Quick access
Pin to Start
Compress to Zip file
Copy as path
Properties Alt+Enter
Show more options Shift+F10

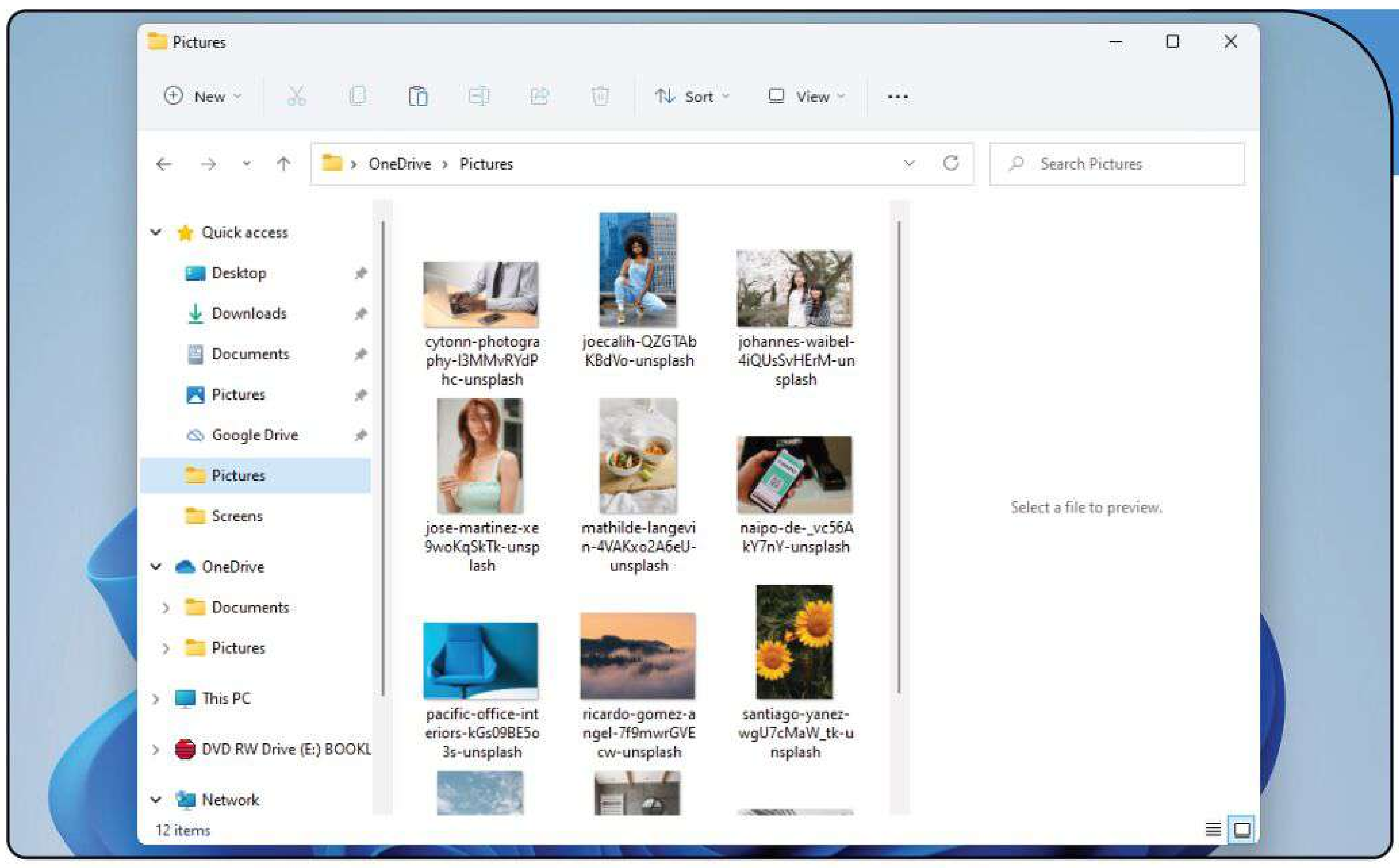
Step 1

You can manage a folder in a number of ways, without even opening it. Right-click on any folder and the action menu appears. The exact options that appear will depend on the apps or software you have installed but can include: scan for viruses, compress, shred, zip and more.


New folder
New folder (2)
Open
Pin to Quick access
Upload to WPS Cloud
Sync and Backup to WPS Cloud
Scan with Microsoft Defender...
Give access to
Restore previous versions
Include in library
Pin to Start
Copy as path
Send to
Cut
Copy
Paste
Create shortcut
Delete
Rename
Properties
Bluetooth device
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Fax recipient
Mail recipient
DVD RW Drive (E:) BOOKLET_2_2018

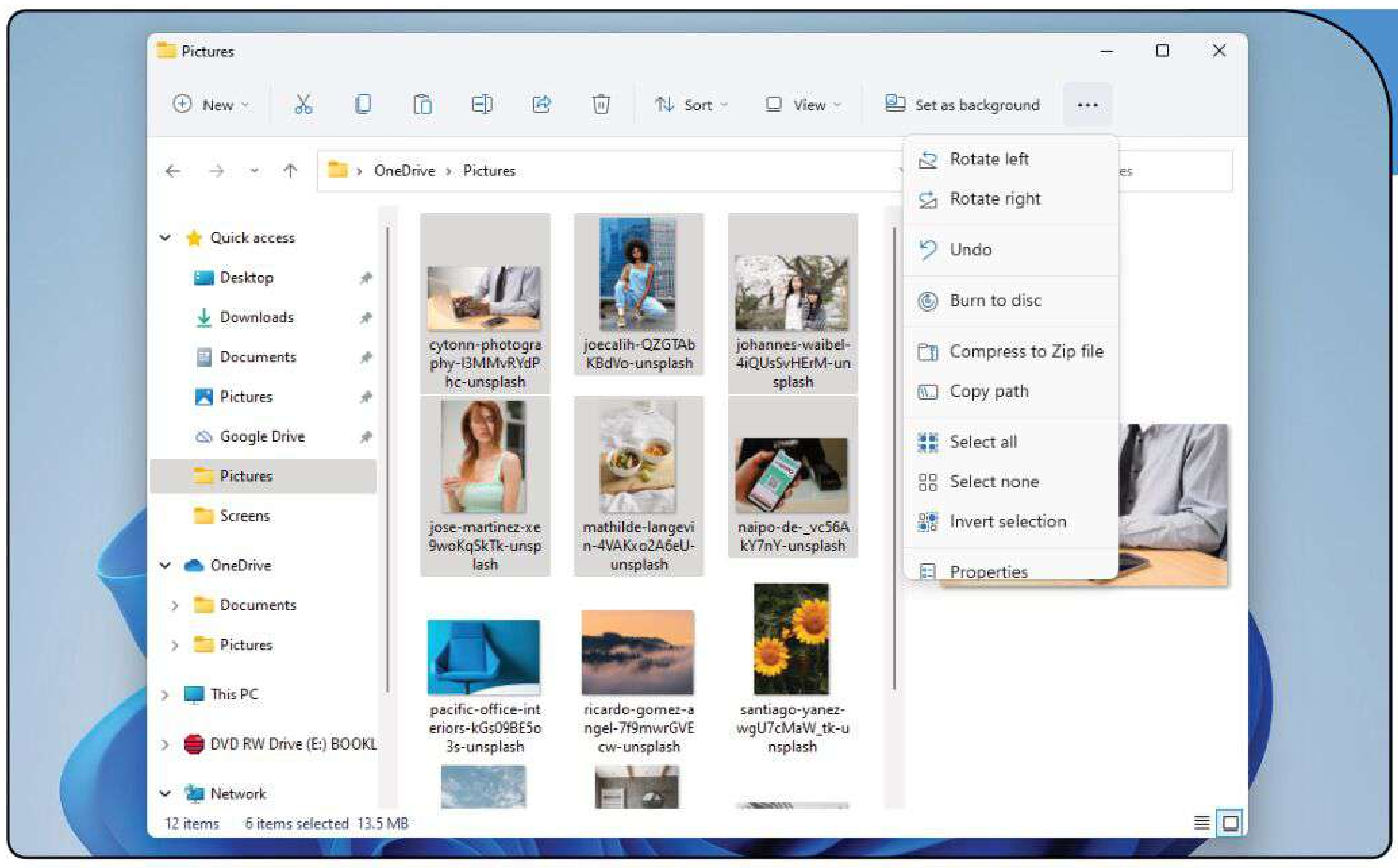
Step 2

The standard (Windows 11) options in the folder action menu include: Pin to Quick Access, Open, Share, Pin to Start, Send To, Cut, Copy, Rename and Delete. Some of these options are shown as new icons along the top of the action menu. You can see more folder options by clicking that option.


Pictures
New
Sort
View
OneDrive › Pictures
Search Pictures
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E:) BOOKL
Network
12 items
Select a file to preview.

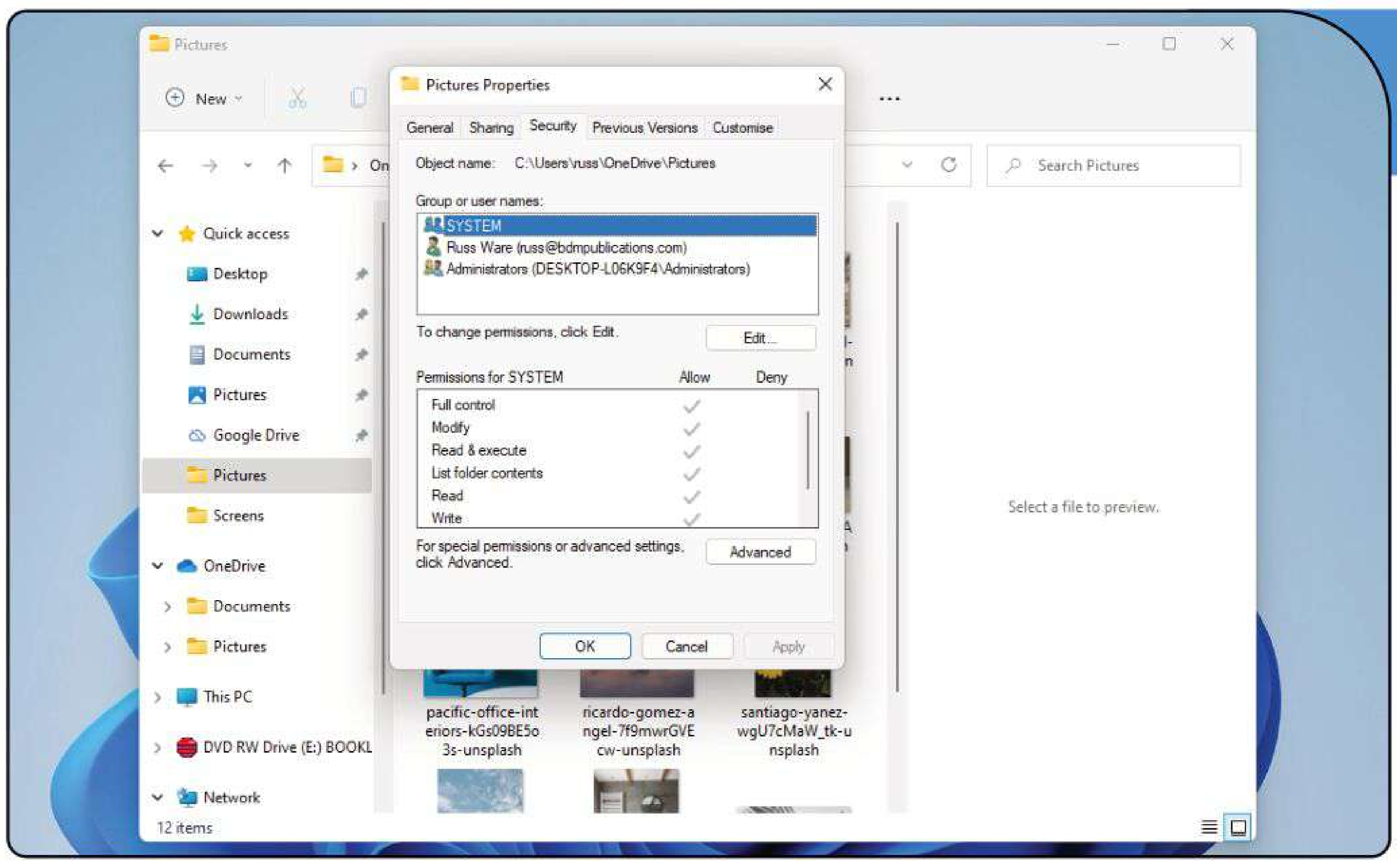
Step 3

Open the folder and a whole range of further options are available along the top of the new window. Again, these are a mix of icons and test options. When you select something in the folder, yet more options will appear, which vary depending on the type of file you selected in the folder.


Pictures
New
Sort
View
Set as background
Rotate left
Rotate right
Undo
Burn to disc
Compress to Zip file
Copy path
Select all
Select none
Invert selection
Properties
12 items
6 items selected 13.5 MB

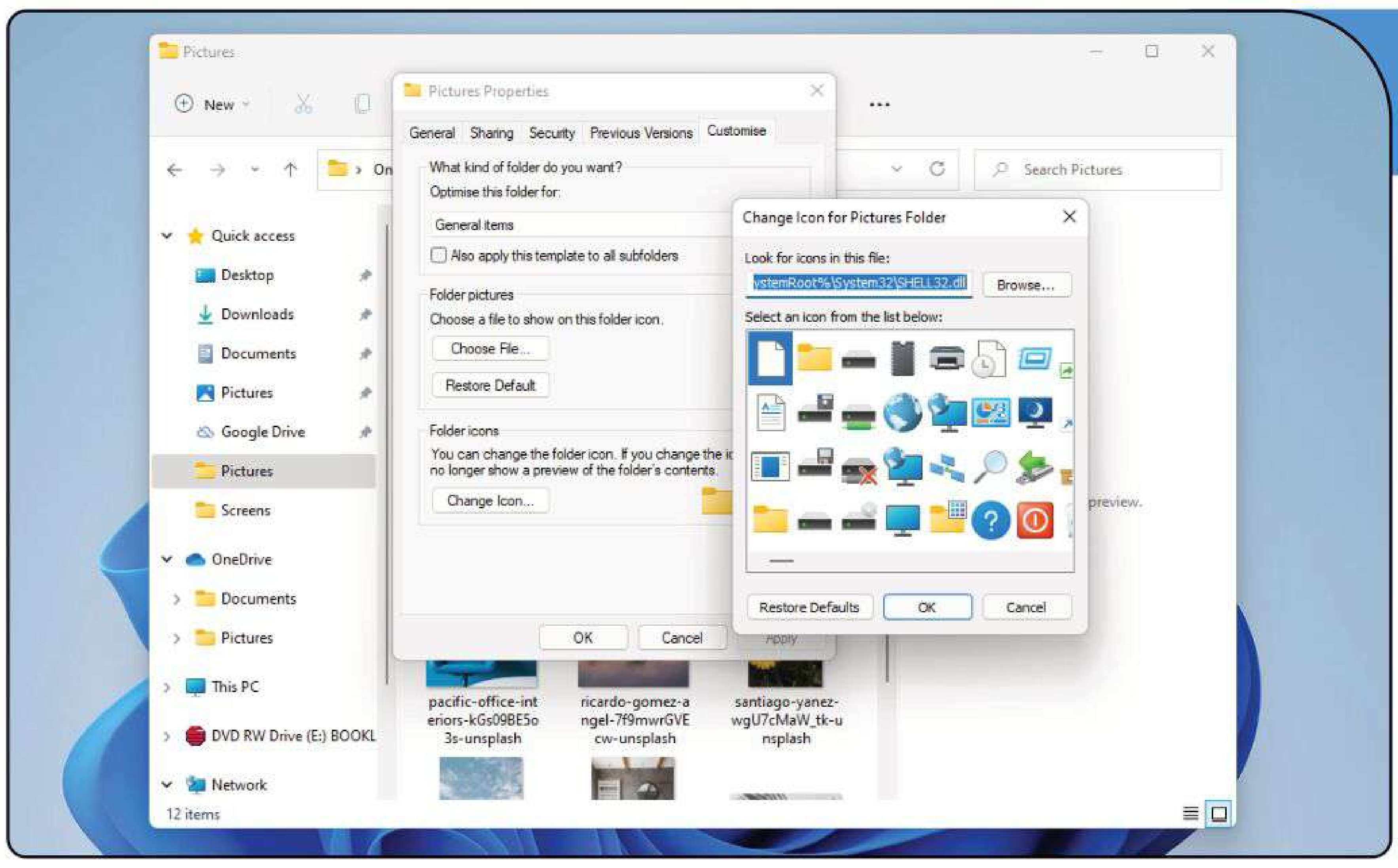
Step 4

Most of these options are self-explanatory, such as copy, paste and select all, but some are a little more confusing. Most casual computer users won't need to use 90 per cent of the options in day-to-day use but it is worth understanding them anyway. Add a few files to the folder and experiment.


Pictures Properties
General
Sharing
Security
Previous Versions
Customise
Object name: C:\Users\russ\OneDrive\Pictures
Group or user names:
SYSTEM
Russ Ware (russ@bdmpublications.com)
Administrators (DESKTOP-L06K9F4\Administrators)
To change permissions, click Edit.
Edit...
Permissions for SYSTEM
Allow
Deny
Full control
Modify
Read & execute
List folder contents
Read
Write
For special permissions or advanced settings, click Advanced.
Advanced
OK
Cancel
Apply

Step 5

If you want to get really deep into managing your folders, there are even more options to explore. Open any folder and right-click anywhere inside the main window. From the action menu that appears, click Properties. Here you can manage all sort of things; from security to icon style.


Pictures Properties
General
Sharing
Security
Previous Versions
Customise
What kind of folder do you want?
Optimise this folder for:
General items
Also apply this template to all subfolders
Folder pictures
Choose a file to show on this folder icon.
Choose File...
Restore Default
Folder icons
Change Icon...
Change Icon for Pictures Folder
Look for icons in this file:
Browse...
Select an icon from the list below:
Restore Defaults
OK
Cancel

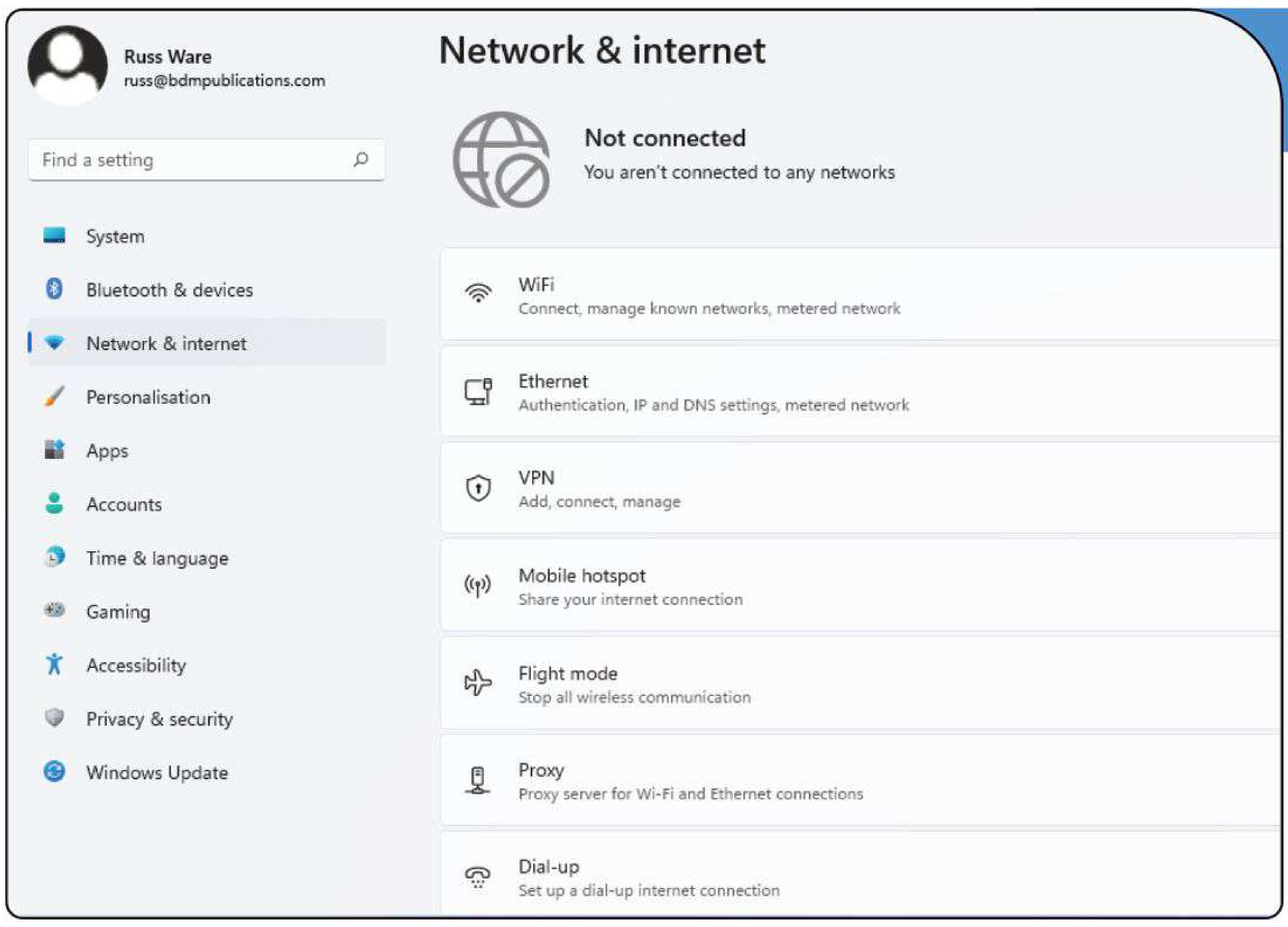
Step 6

To change the icon style (which will change the style of all folder icons), click the customise tab and then click Change Icon at the bottom. Scroll to view all of the available icons (downloaded icons can be accessed by browsing), click on your preferred icon and click OK.

Connecting to the Internet

Windows 11 makes joining and managing networks easier than ever, bringing all of the relevant settings together in one place, including VPN and hotspot settings; and even the Wi-Fi adaptor hardware properties.

Connecting to Wi-Fi



Russ Ware
russ@bdmpublications.com

Find a setting

- System
- Bluetooth & devices
- Network & internet
- Personalisation
- Apps
- Accounts
- Time & language
- Gaming
- Accessibility
- Privacy & security
- Windows Update

Network & internet

Not connected
You aren't connected to any networks

WiFi
Connect, manage known networks, metered network

Ethernet
Authentication, IP and DNS settings, metered network

VPN
Add, connect, manage

Mobile hotspot
Share your internet connection

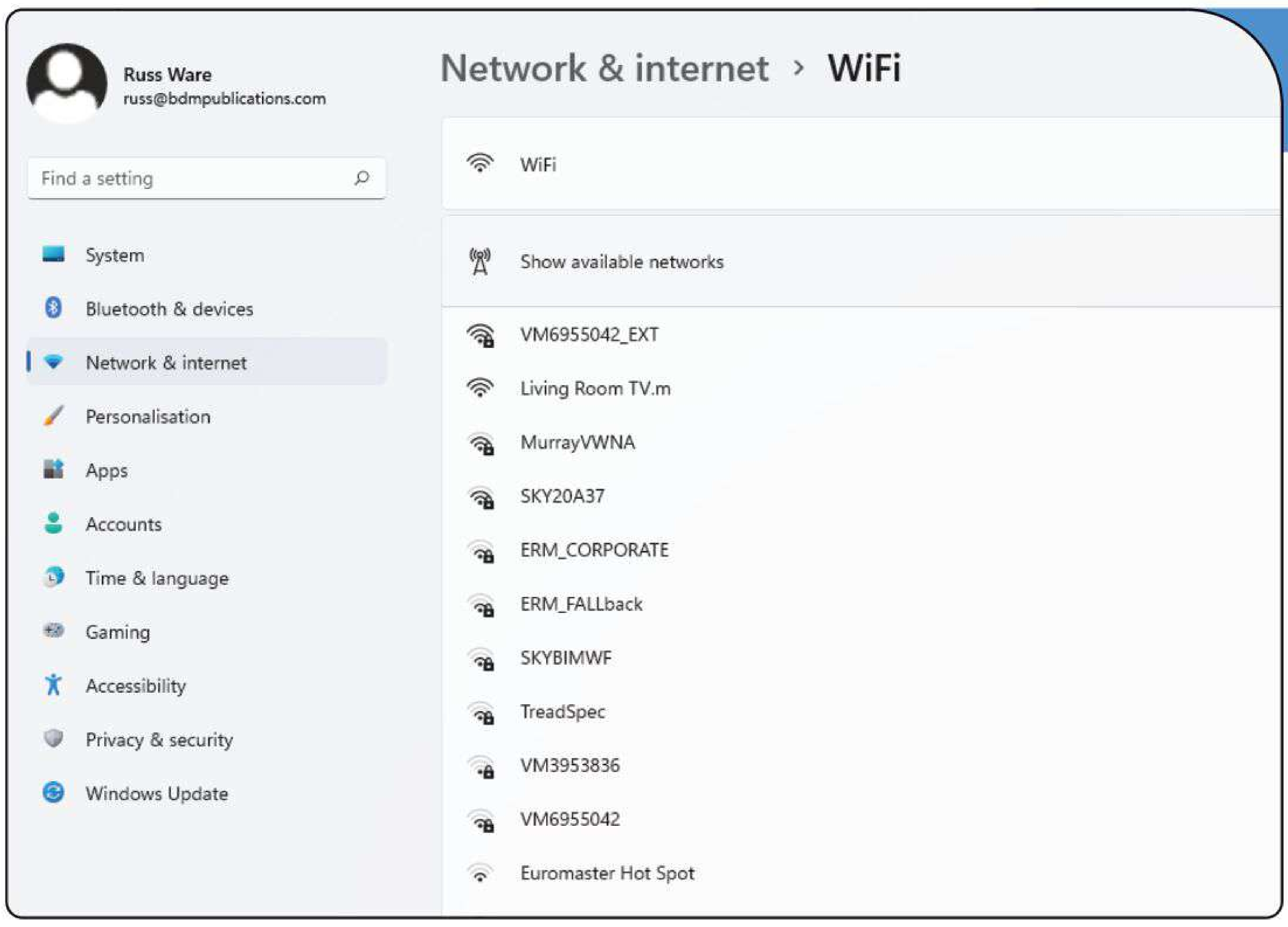
Flight mode
Stop all wireless communication

Proxy
Proxy server for Wi-Fi and Ethernet connections

Dial-up
Set up a dial-up internet connection

Step 1

If your computer is not connected to the Internet, Windows will display a small globe icon on the right side of the taskbar. You can either click this and select Wi-Fi from the quick settings, or you can open the main Settings app > Network & Internet > Wi-Fi (the best route with a brand new connection).



Russ Ware
russ@bdmpublications.com

Find a setting

- System
- Bluetooth & devices
- Network & internet
- Personalisation
- Apps
- Accounts
- Time & language
- Gaming
- Accessibility
- Privacy & security
- Windows Update

Network & internet › WiFi

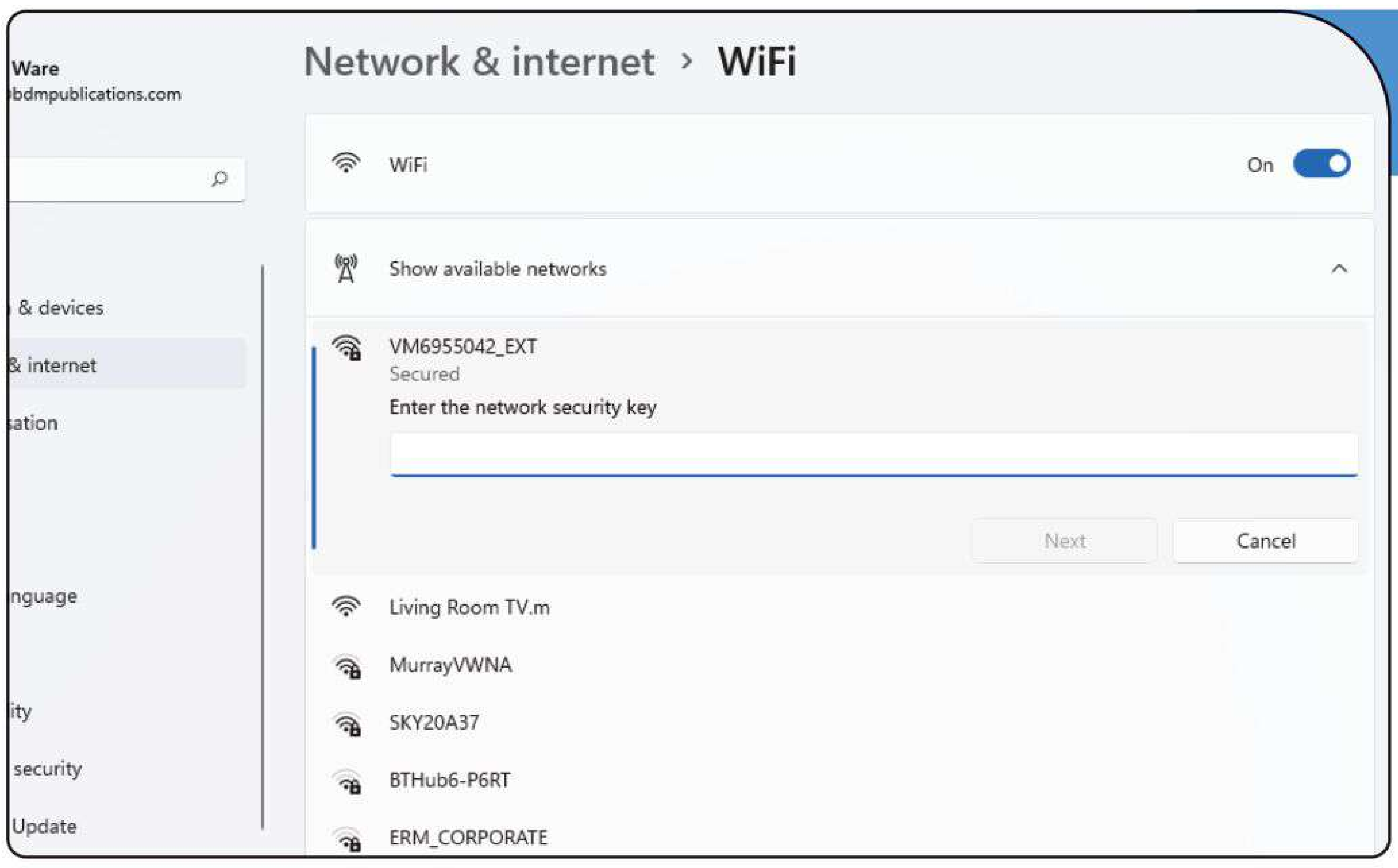
WiFi

Show available networks

- VM6955042_EXT
- Living Room TV.m
- MurrayVWNA
- SKY20A37
- ERM_CORPORATE
- ERM_FALLback
- SKYBIMWF
- TreadSpec
- VM3953836
- VM6955042
- Euromaster Hot Spot

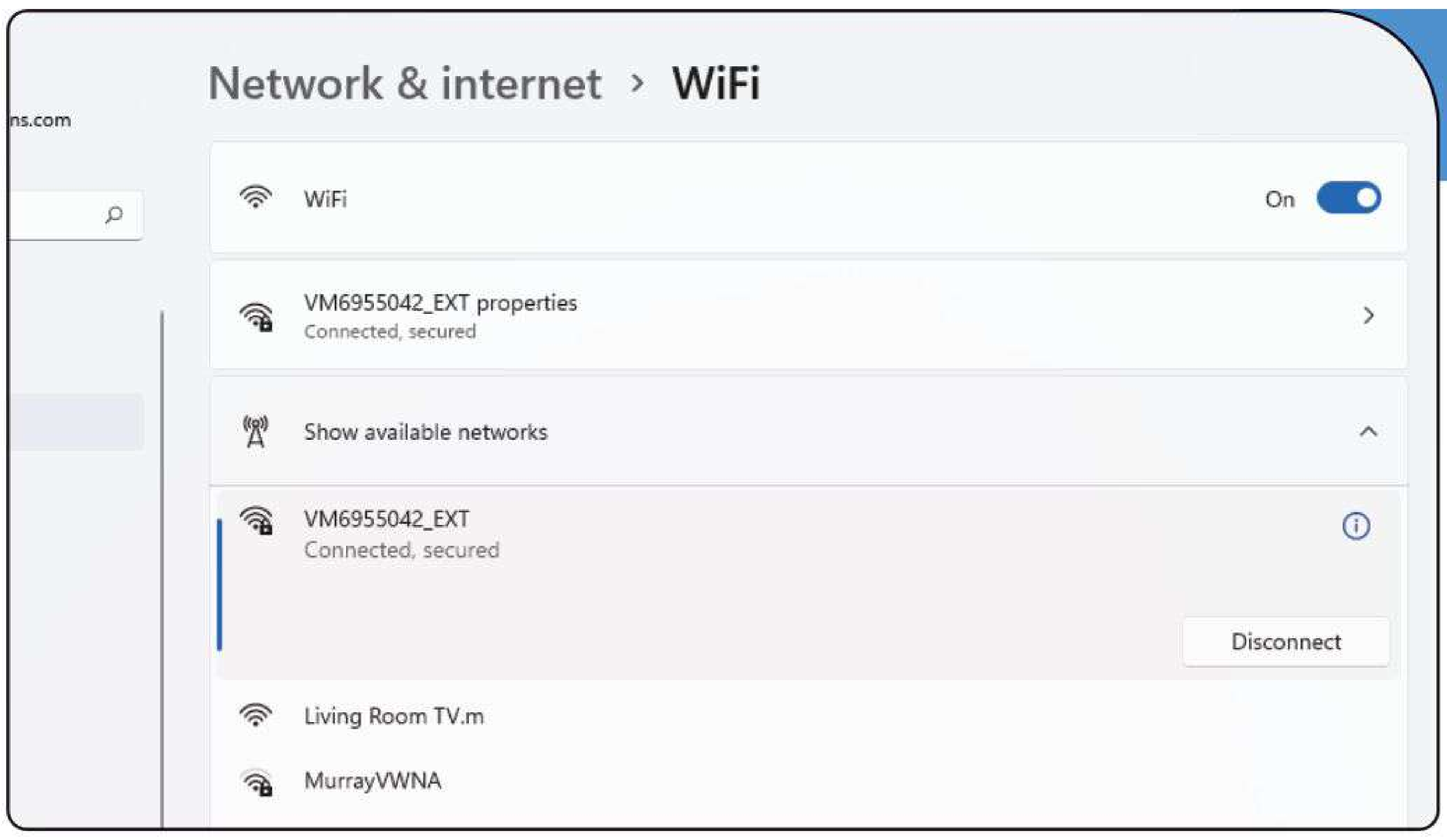
Step 2

Use the slider switch to enable Wi-Fi on your computer. Now click "Show available networks" to see a list of the networks within range of your computer. This may take a few seconds to scan and find the networks. Hopefully you will see the Wi-Fi network you want to connect to.


Network & internet › WiFi
WiFi
On
Show available networks
VM6955042_EXT
Secured
Enter the network security key
Next
Cancel
Living Room TV.m
MurrayVWNA
SKY20A37
BTHub6-P6RT
ERM_CORPORATE

Step 3

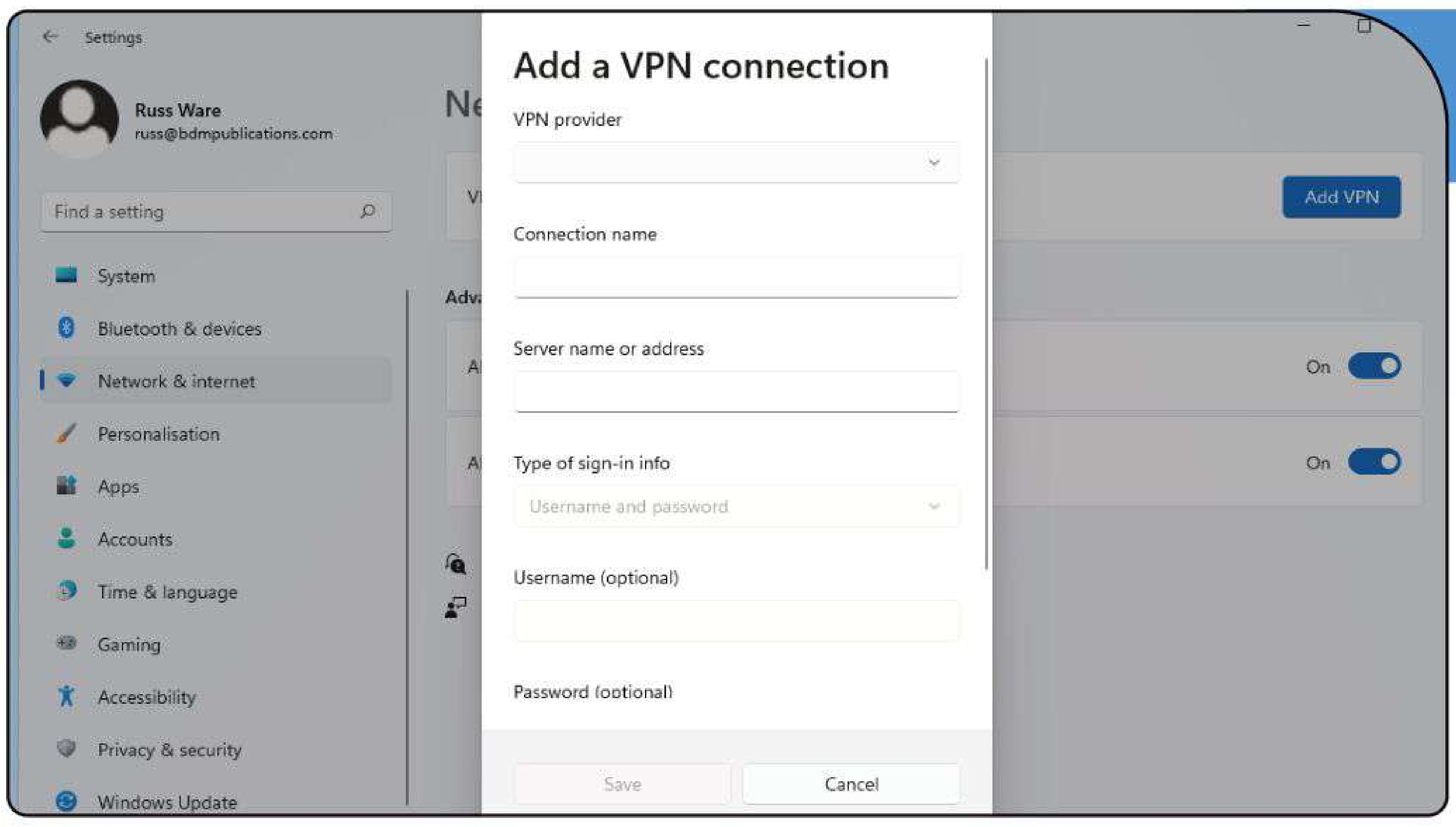
Click on the required network name in the list and then click "Connect". As this is probably the first time you are connecting, you will then need to enter the password (Network security key) for the network. Click "Next" and as long as the network/password is correct, you should be good to go.


Network & internet › WiFi
WiFi
On
VM6955042_EXT properties
Connected, secured
Show available networks
VM6955042_EXT
Connected, secured
Disconnect
Living Room TV.m
MurrayVWNA

Step 4

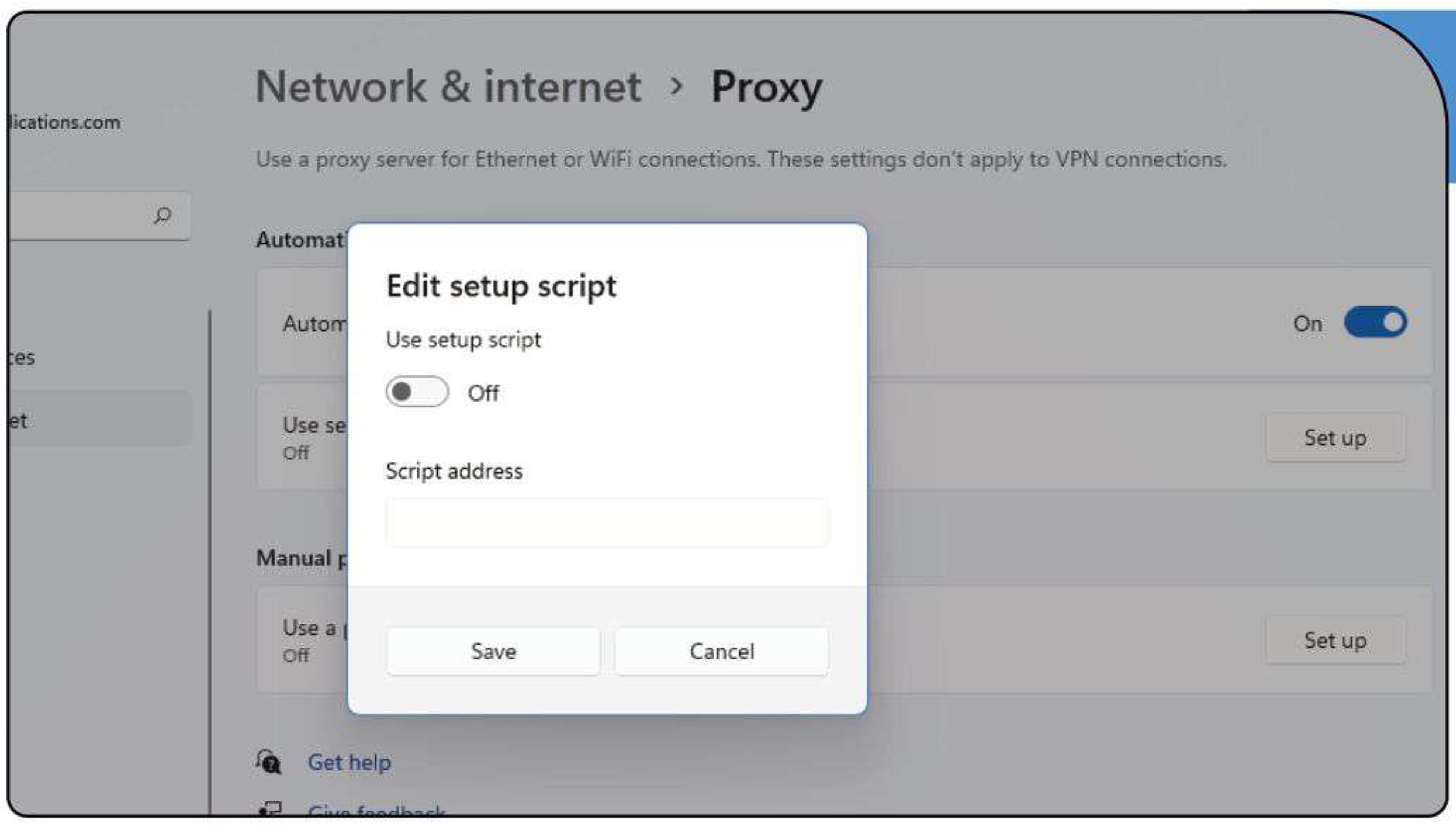
To disconnect from the Wi-Fi network at any time, open Settings > Network & Internet > Wi-Fi again, and click on the networks list. Click the Disconnect button. You can also choose to Forget the network (sometimes useful for troubleshooting connections), in the Manage known networks section.

Manage Network Settings


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Add a VPN connection
VPN provider
Connection name
Server name or address
Type of sign-in info
Username and password
Username (optional)
Password (optional)
Save
Cancel
Add VPN
On
On

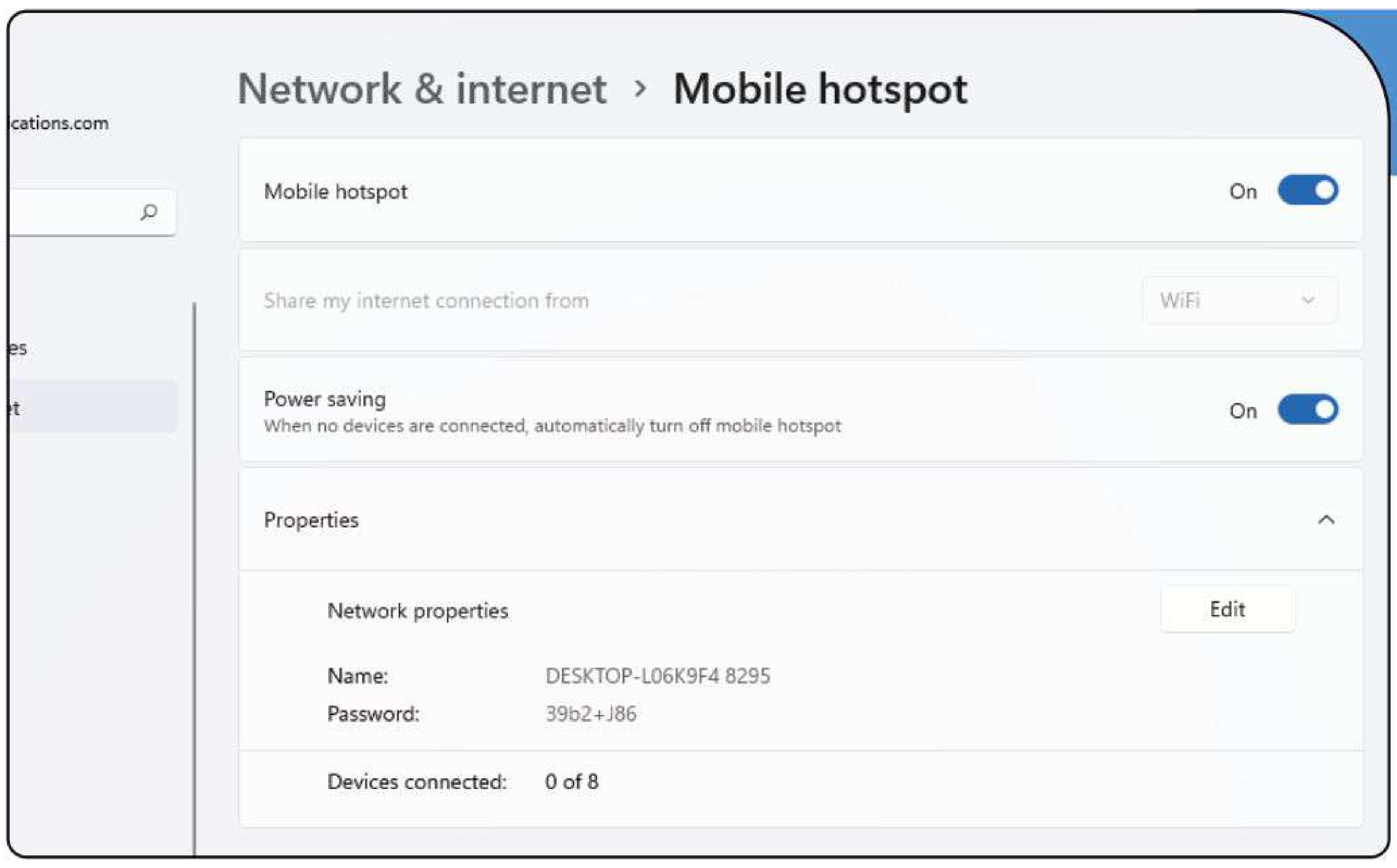
VPN Settings

If you need to log in to a home VPN or corporate network, this is where you will need to enter the appropriate VPN settings. It's fairly easy to do but you'll need the configuration details from your IT help desk (they will have to enable your VPN access), plus your username and password.


Network & internet › Proxy
Use a proxy server for Ethernet or WiFi connections. These settings don't apply to VPN connections.
Edit setup script
Use setup script
Off
Script address
Save
Cancel
On
Set up
Set up
Get help
Give feedback

Proxy Settings

If you use a proxy server, this is where you enter any specific settings to do with that. However, Windows 11 should automatically detect proxy settings. Note that the settings you configure here won't apply if you connect via a VPN, because a VPN essentially skips the need for a proxy.



Network & internet › Mobile hotspot

Mobile hotspot: On

Share my internet connection from: WiFi

Power saving: On
When no devices are connected, automatically turn off mobile hotspot

Properties

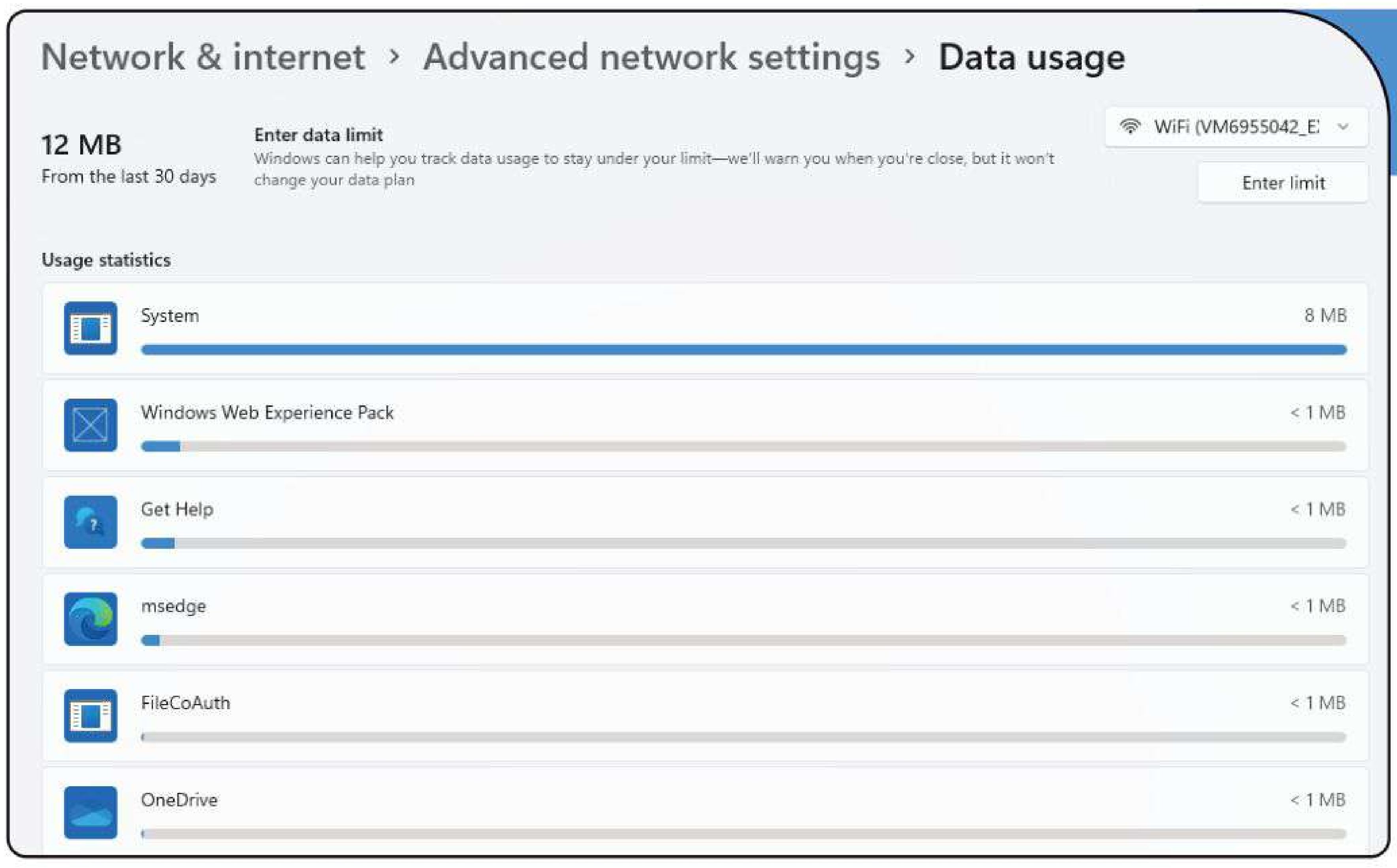
Network properties

Name: DESKTOP-L06K9F4 8295
Password: 39b2+J86

Devices connected: 0 of 8

Mobile Hotspot

You can turn your Windows 11 PC into a mobile hotspot, sharing your Internet connection with other devices over Wi-Fi. You can share Wi-Fi, ethernet or cellular data connections. Once enabled, other devices will be able to see your computer when they search for networks to connect to.



Network & internet › Advanced network settings › Data usage

12 MB
From the last 30 days

Enter data limit
Windows can help you track data usage to stay under your limit—we'll warn you when you're close, but it won't change your data plan

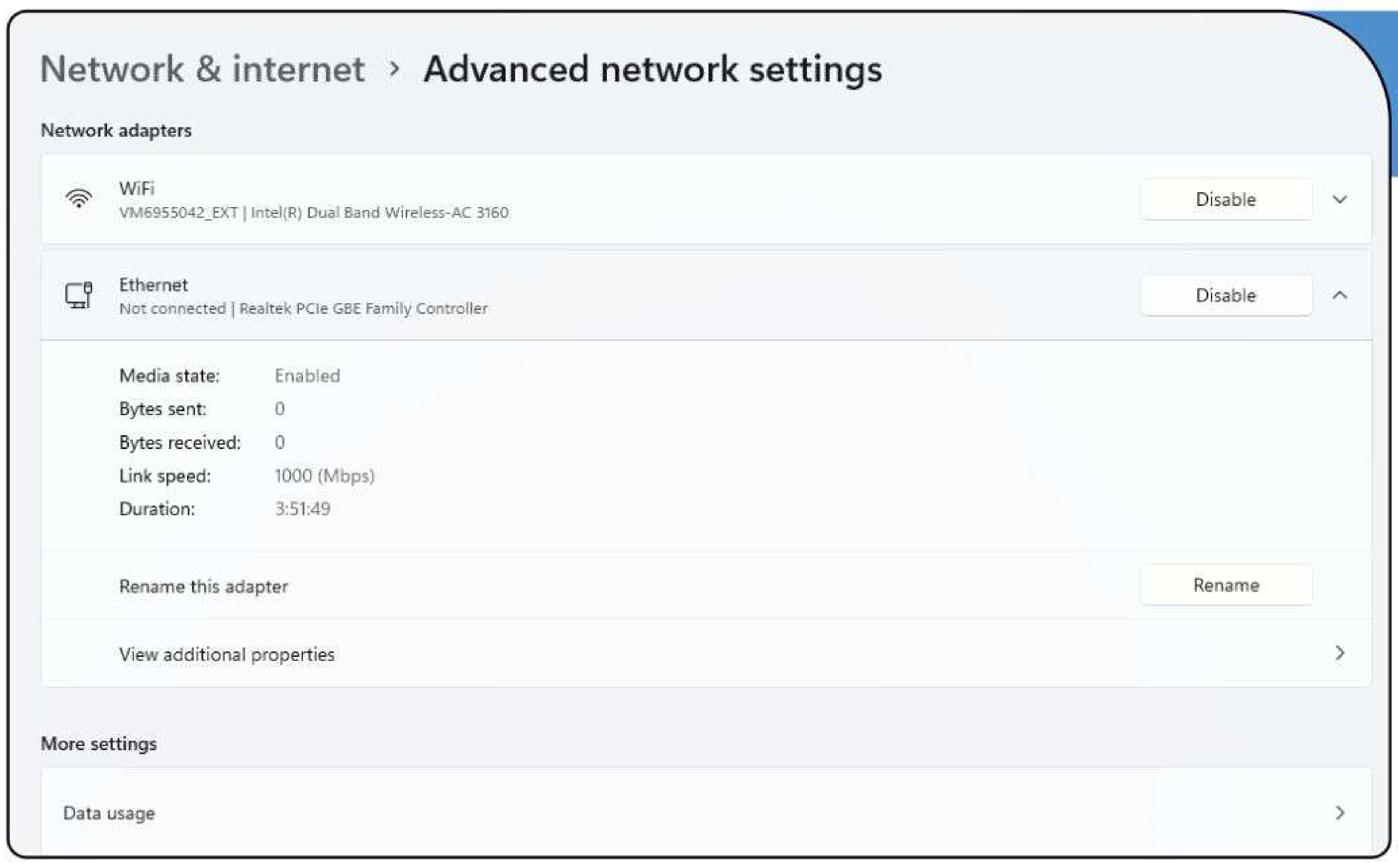
WiFi (VM6955042_E

Usage statistics

System	8 MB
Windows Web Experience Pack	< 1 MB
Get Help	< 1 MB
msedge	< 1 MB
FileCoAuth	< 1 MB
OneDrive	< 1 MB

Usage Stats

In a move designed to keep up with more mobile-based computing devices, Windows 11 includes a data usage page in Settings too. Here it splits your data between wired and wireless. We'd like to see more advanced settings than this too, so you could see how much data you used on a public wireless hotspot, for example.



Network & internet › Advanced network settings

Network adapters

WiFi
VM6955042_EXT | Intel(R) Dual Band Wireless-AC 3160

Ethernet
Not connected | Realtek PCIe GBE Family Controller

Media state: Enabled
Bytes sent: 0
Bytes received: 0
Link speed: 1000 (Mbps)
Duration: 3:51:49

Rename this adapter

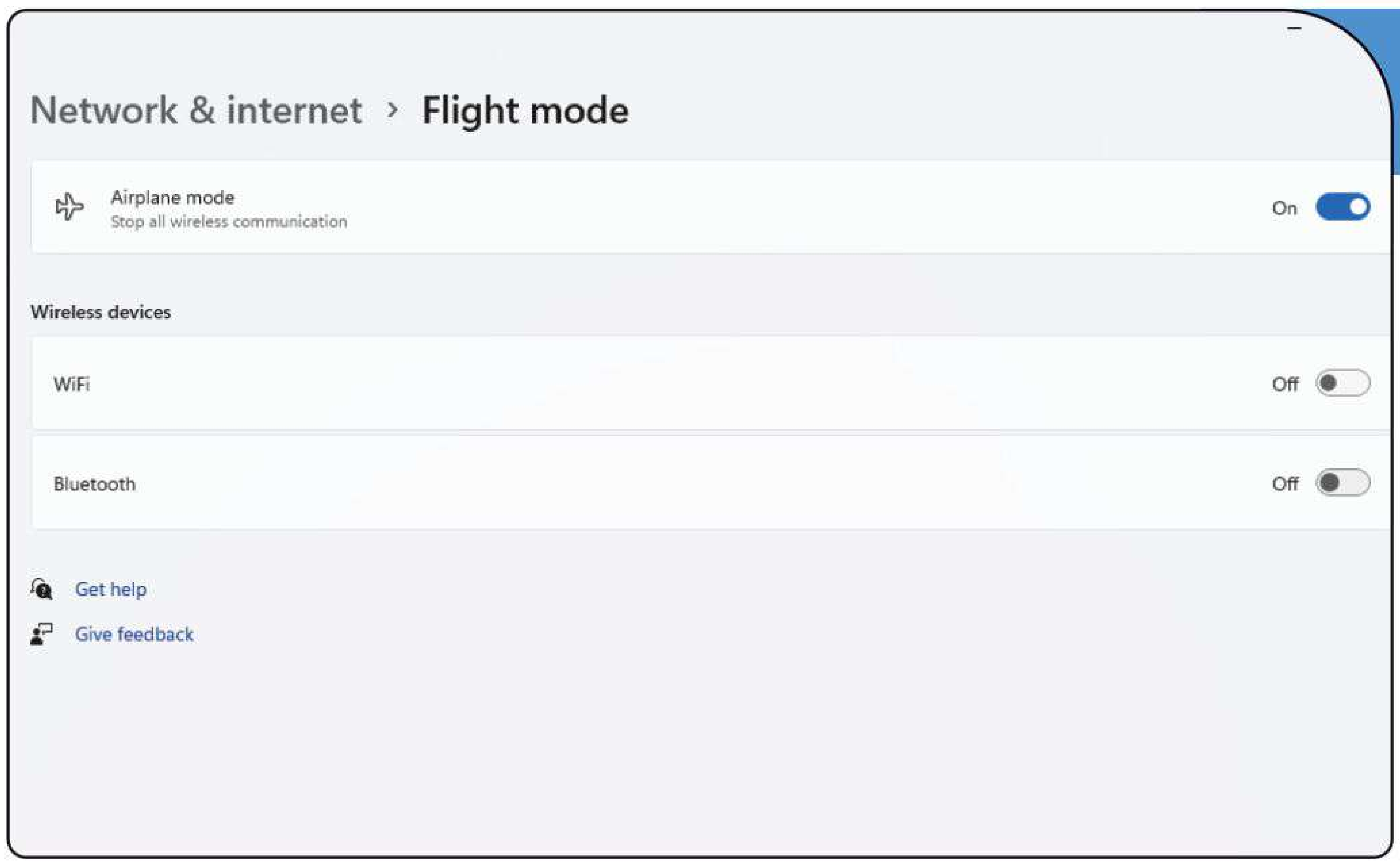
View additional properties

More settings

Data usage

Disable Adaptors

Another thing you can do is to disable and re-enable your network adapter (like the Wi-Fi card in your laptop). View your network connections by clicking Advanced Network Settings in Network Internet and then right-click the network connection in question. You can disable or re-enable it.



Network & internet › Flight mode

Airplane mode: On
Stop all wireless communication

Wireless devices

WiFi: Off

Bluetooth: Off

Flight Mode

If you are using a laptop, you will also have access to Flight mode settings (this can also be accessed through the Quick settings panel from the home screen). Here you can disable Wi-Fi and Bluetooth individually, or simply use the Flight Mode slider switch to disable all wireless connections.

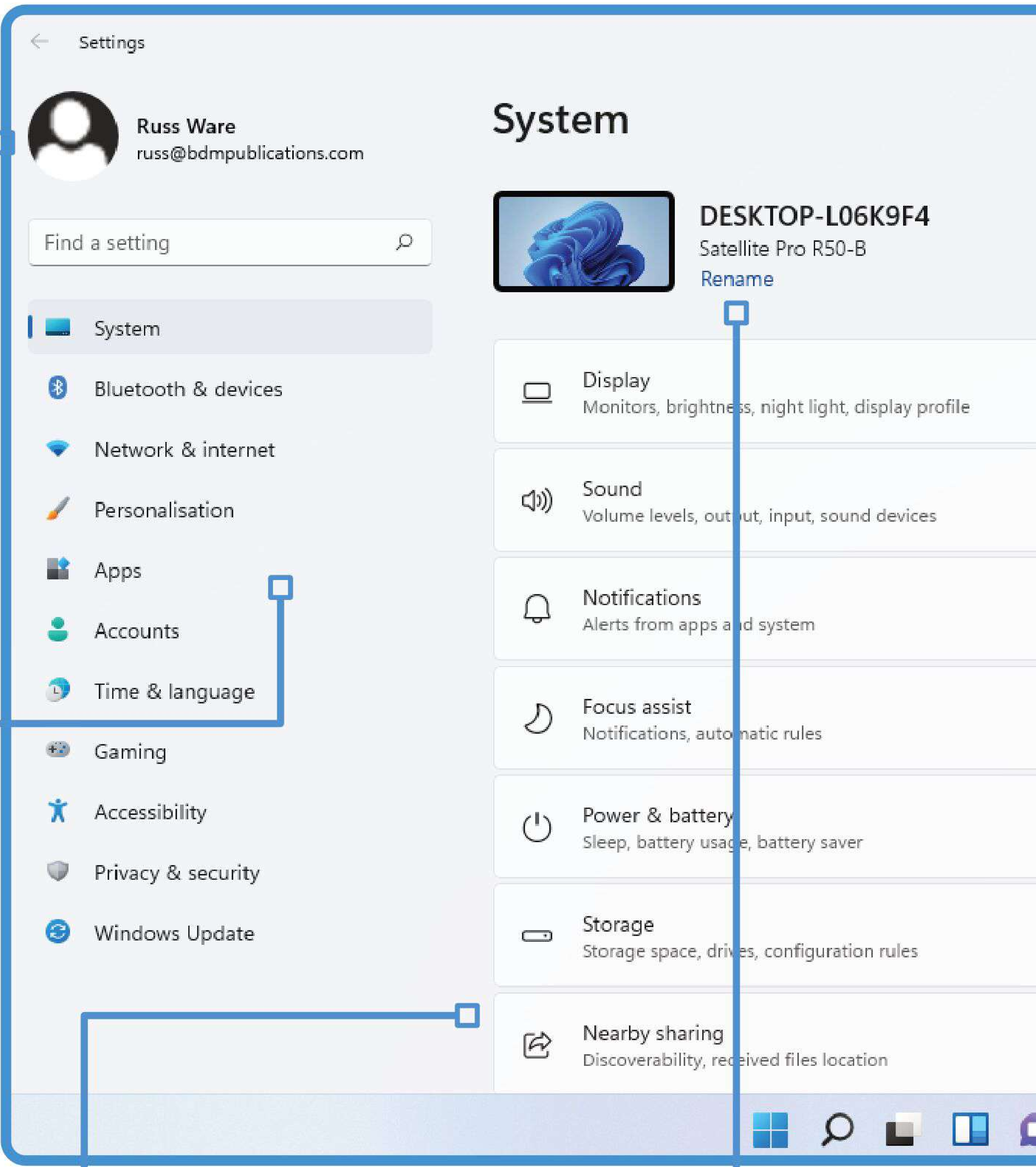
Windows 11 Settings

Account & Search

At the top-left of the settings window, you will see your Microsoft account name and email address, along with an avatar image (if you have chosen one). Clicking this will take you to the settings Accounts page. Below that is a search field, allowing you to look for specific settings within the app.

Settings Categories

In the left sidebar are all of the main settings categories, from System settings to Windows Update settings. This sidebar remains visible no matter where you are within the settings app. Clicking each category heading will open a list of sub categories.



Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
System
DESKTOP-L06K9F4
Satellite Pro R50-B
Rename
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system
Focus assist
Notifications, automatic rules
Power & battery
Sleep, battery usage, battery saver
Storage
Storage space, drives, configuration rules
Nearby sharing
Discoverability, received files location

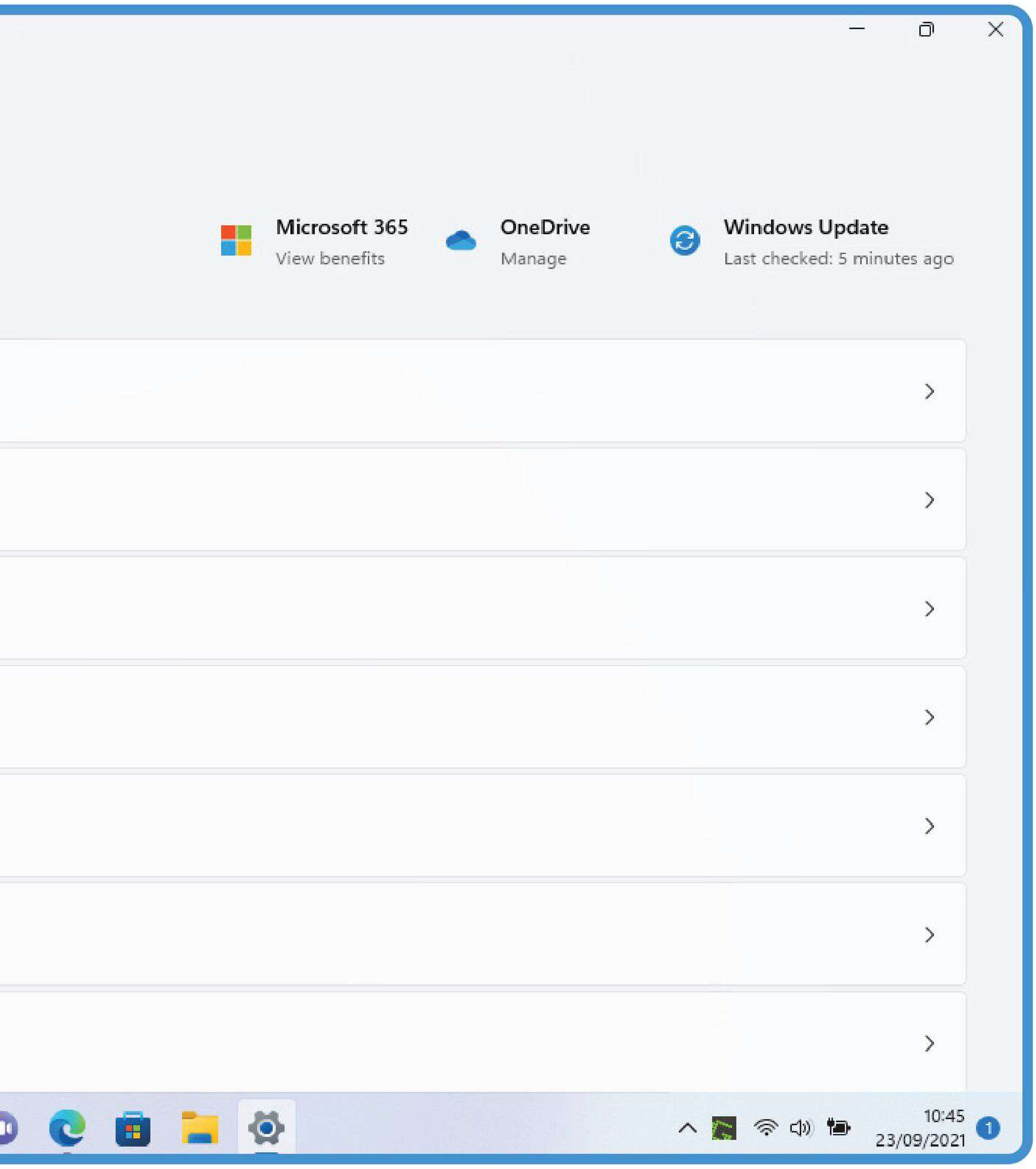
Settings Sub-categories

This is where you'll find the individual settings you can change. Some of the settings can be controlled using slider switches displayed in the main sub-category, but most will take you to a more detailed selection of options when clicked. Certain details about current settings may be displayed along the top of the sub-category.

Quick Info Panel

Along the top of several settings categories you'll see relevant information about the current settings. For example, at the top of the System settings, you will see the name of the PC, Windows Update status and links to OneDrive and Office365. For Network & Internet, there's currently connected network, data usage and network properties.

The main settings app in Windows 11 has been completely redesigned, making it much easier to find everything you need to keep your computer working the way you need it to. You can find the settings app in the Start menu, or open it by pressing the Windows Key + I.



Microsoft 365
View benefits

OneDrive
Manage

Windows Update
Last checked: 5 minutes ago

10:45
23/09/2021

System Settings

These are the core settings for your computer. Things like Display, Sound, Power & Battery and Storage can be found in this settings category.

Network & Internet

View, connect to and manage your Wi-Fi, Network and other Internet settings here. You can also find a section for adding a VPN, and setting up a Mobile Hotspot.

Accounts

Manage your account settings, from your Microsoft account to your Family Safety, in this section. You can also find your PC sign-in options here.

Privacy & Security

The privacy settings contains sections for all of the main areas where your privacy may be compromised, including some which might not be obvious at first.

Windows Update

It is important to make sure that your Windows computer is up-to-date with all the latest updates and revisions. Here you can check to see which updates are available to download and install.

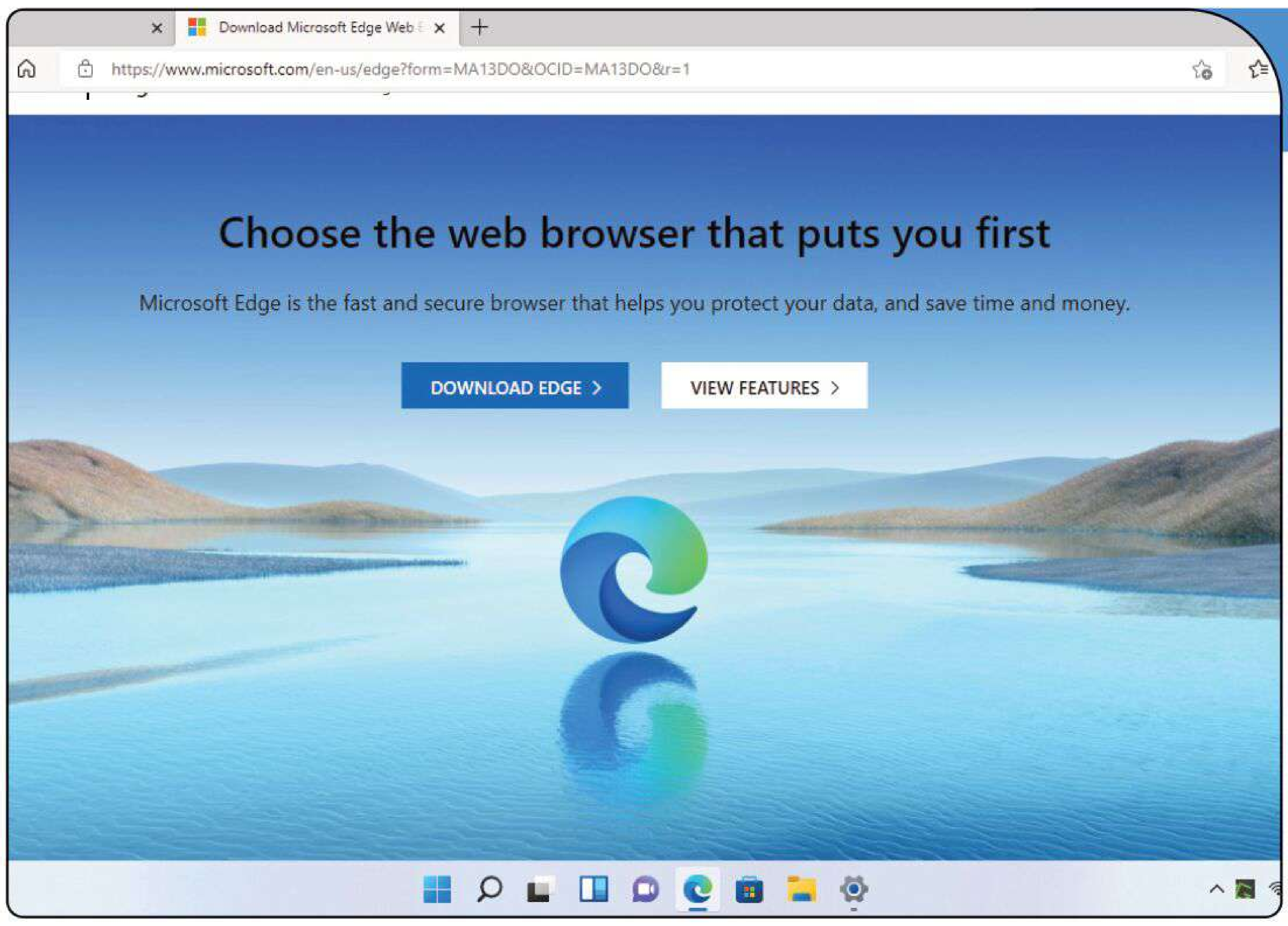
Accessibility

If you have additional accessibility needs, you can find lots of settings here to make life easier. From a narrator tool and screen magnifier, to closed captioning and mouse and keyboard settings.

Browsing with Microsoft Edge

Edge Chromium, is a significant change to the original Edge browser; and offers a much better experience. Based on the Google Chrome browser, Edge is focused on modern web standards, privacy and security and has an impressive feature and tool list.

Get Started with Edge


Download Microsoft Edge Web
https://www.microsoft.com/en-us/edge?form=MA13DO&OCID=MA13DO&r=1

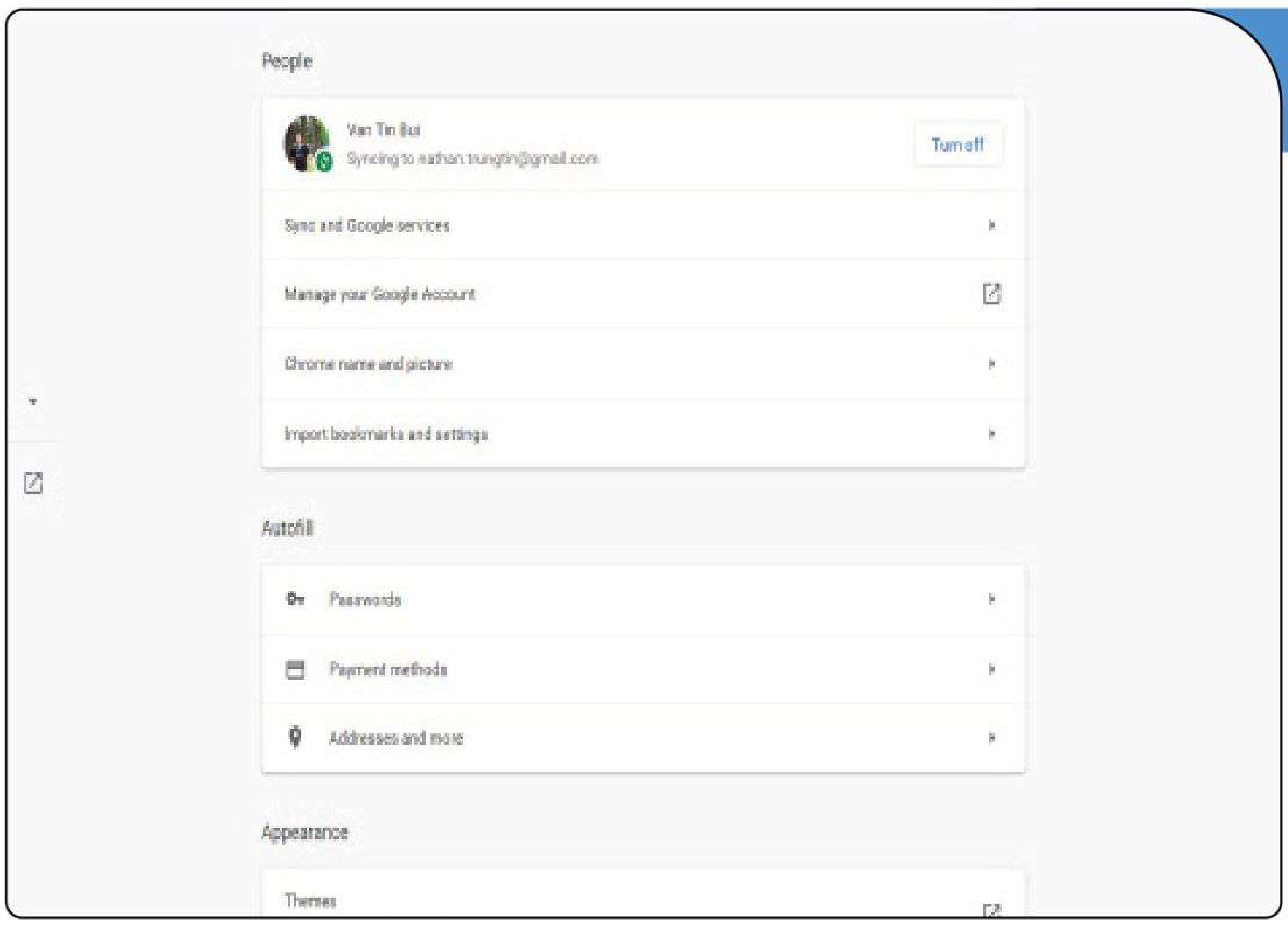
Choose the web browser that puts you first

Microsoft Edge is the fast and secure browser that helps you protect your data, and save time and money.

DOWNLOAD EDGE >
VIEW FEATURES >

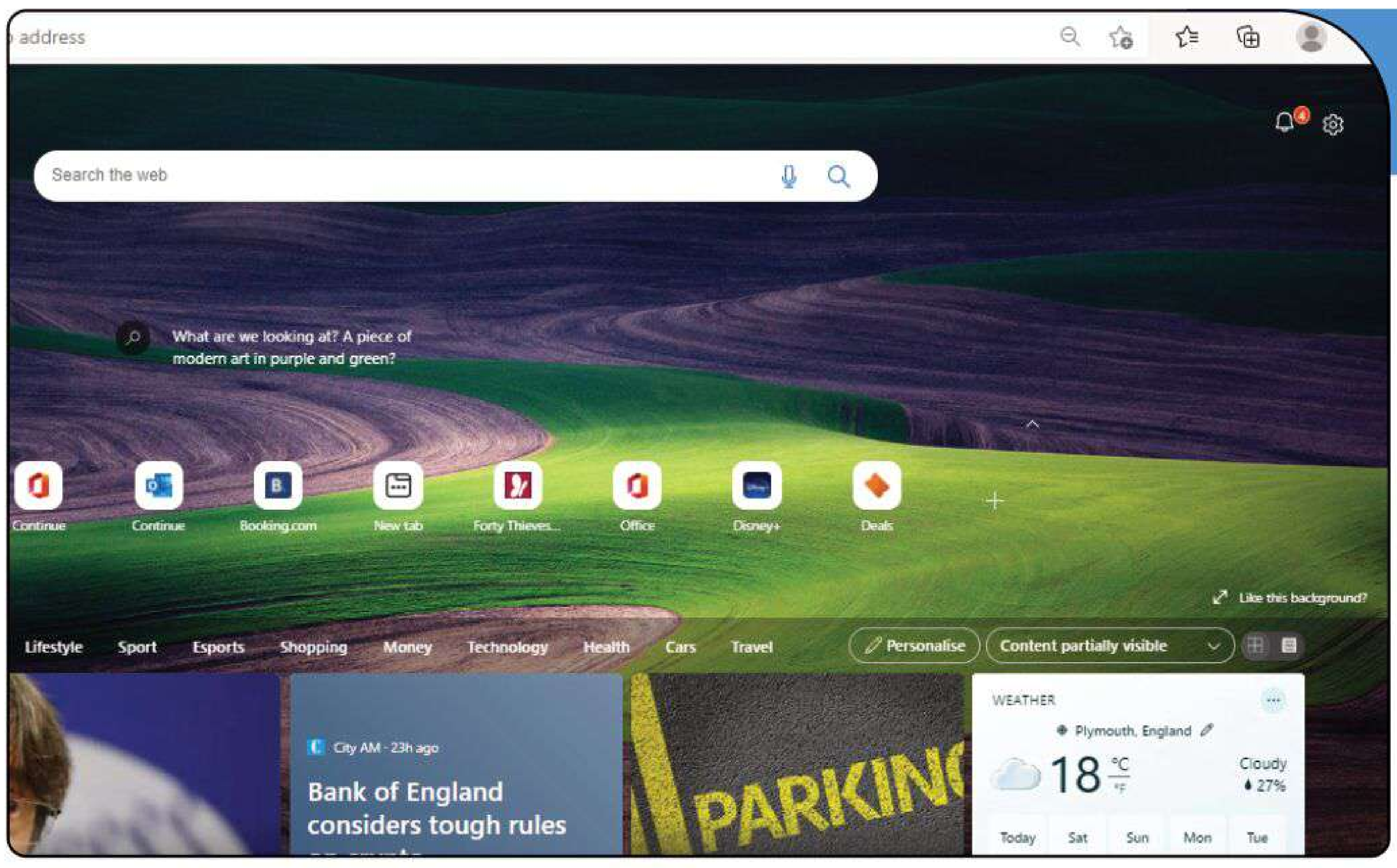
Installing Edge

Edge comes pre-installed with Windows 11, and if you have upgraded from Windows 10 (and were using Edge previously) it should already be set up and working as normal. If you bought a PC with Windows 11 installed, or have never used Edge before, it will require a bit of setup to begin with.


People
Van Tin Bui
Syncing to nathan.trungtin@gmail.com
Turn off
Sync and Google services
Manage your Google Account
Chrome name and picture
Import bookmarks and settings
Autofill
Passwords
Payment methods
Addresses and more
Appearance
Themes

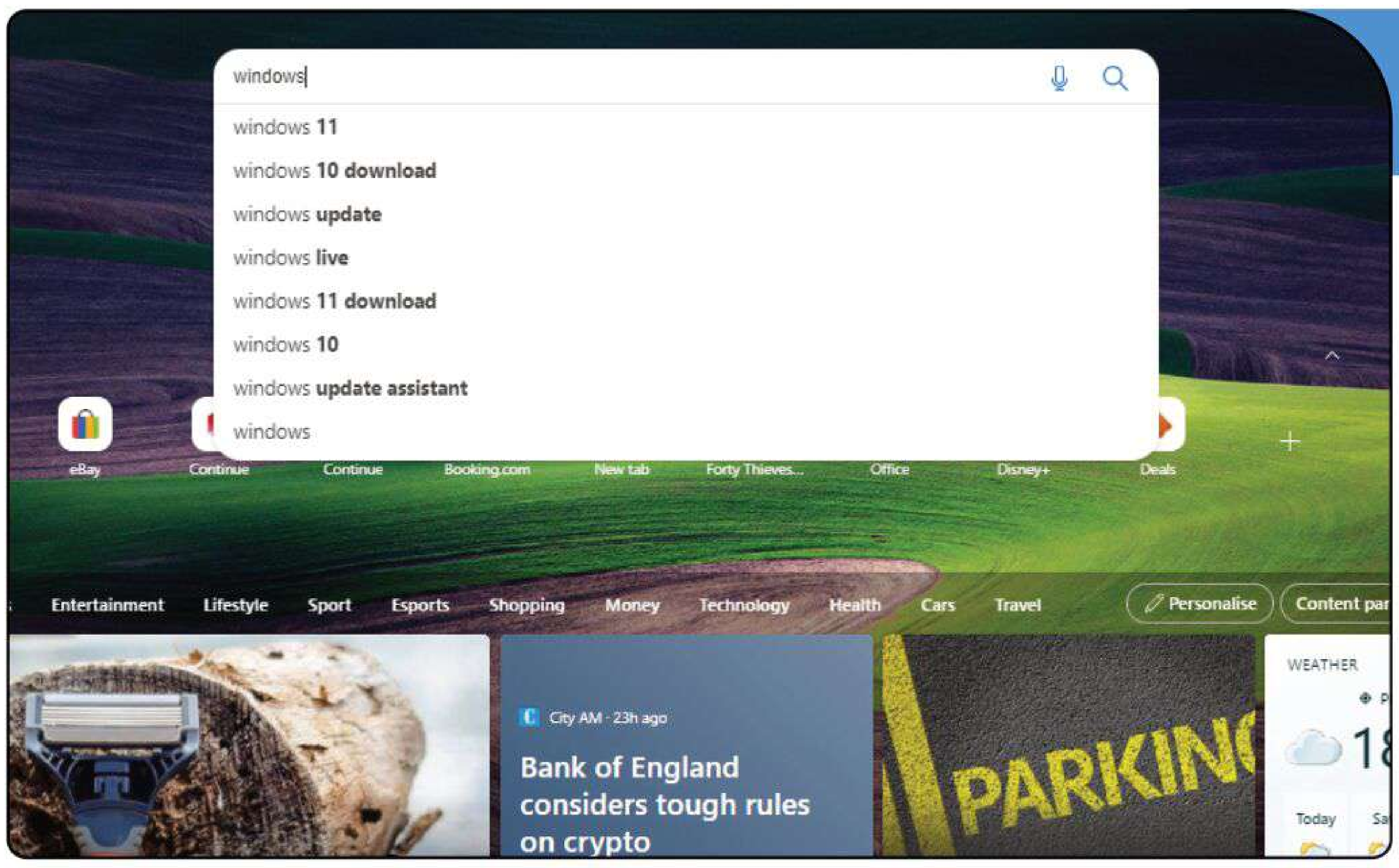
Edge Setup

During setup, you have the option to import browser data such as bookmarks and favourites from Google Chrome (left), choose the initial start page layout and set up syncing across devices (other computers, your phone, etc.) Once installed, Edge opens at the start page.


address
Search the web
What are we looking at? A piece of modern art in purple and green?
Continue
Booking.com
New tab
Forty Thieves...
Office
Disney+
Deals
Like this background?
Lifestyle
Sport
Esports
Shopping
Money
Technology
Health
Cars
Travel
Personalise
Content partially visible
City AM · 23h ago
Bank of England considers tough rules
PARKING
WEATHER
Plymouth, England
18 °C
Cloudy
Today Sat Sun Mon Tue

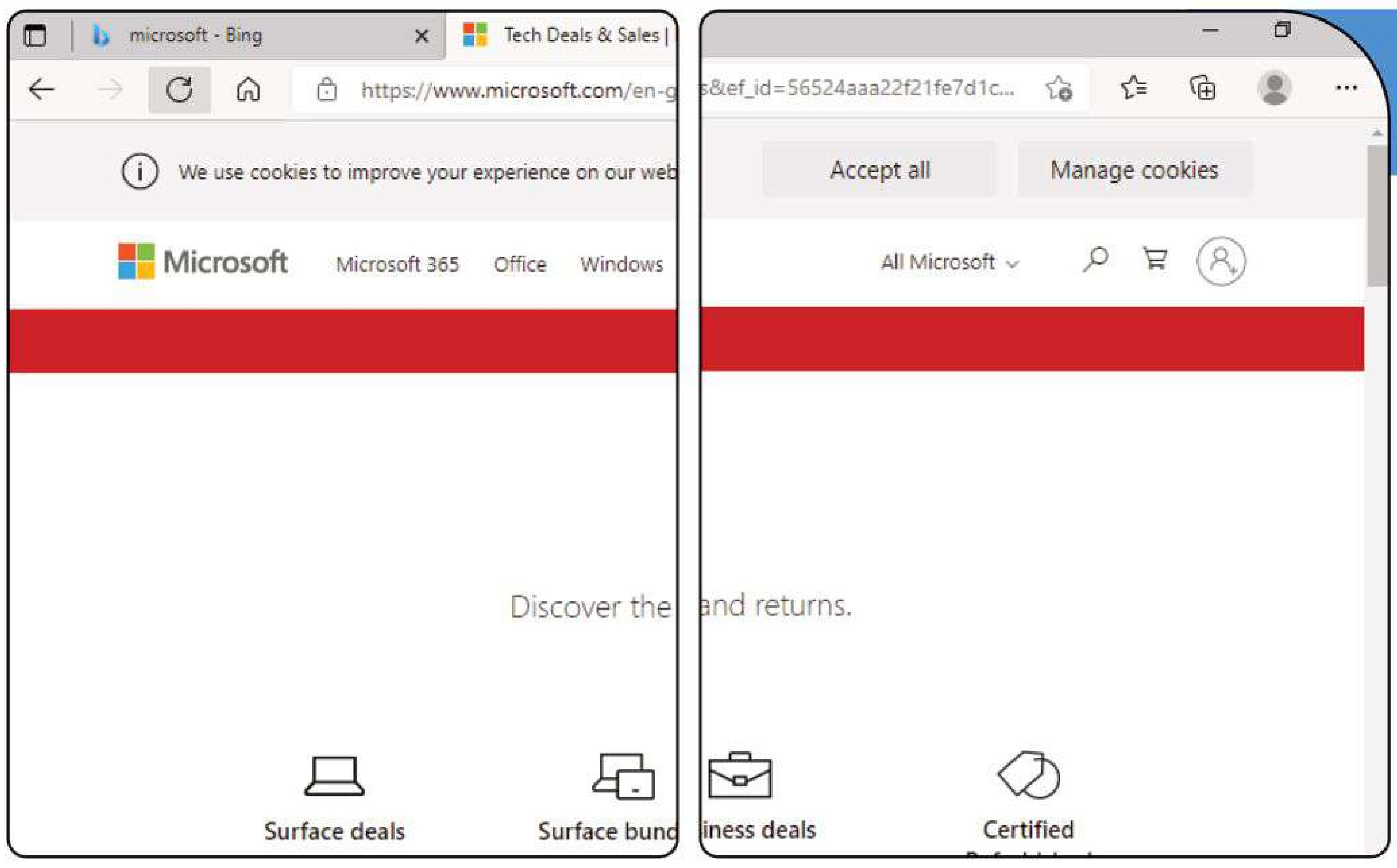
Start Page Layout

Depending on the layout you chose during setup, the start page will either display a news feed or a cleaner page (with the news feed just a scroll away below it). You can check out the other layouts easily by clicking the Gear icon at the top right and choosing from the menu.


windows
windows 11
windows 10 download
windows update
windows live
windows 11 download
windows 10
windows update assistant
windows
eBay
Continue
Booking.com
New tab
Forty Thieves...
Office
Disney+
Deals
Entertainment
Lifestyle
Sport
Esports
Shopping
Money
Technology
Health
Cars
Travel
Personalise
City AM · 23h ago
Bank of England considers tough rules on crypto
PARKING
WEATHER
Today

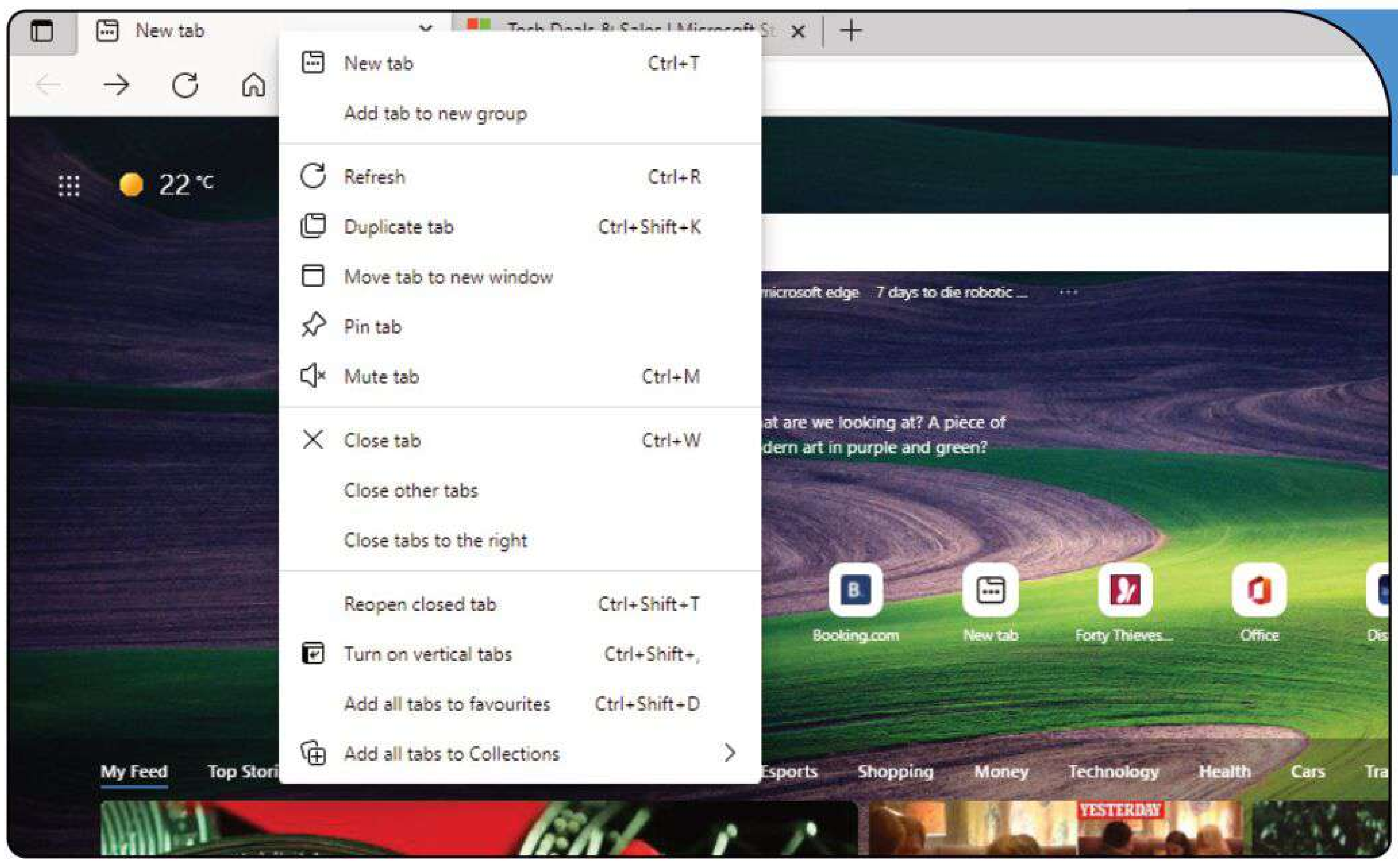
Search in Edge

To search for a website or web page, you can type in the search field at the top (which is always there), or you can type in the search box floating on the Start page. When you type in either box, Edge shows a list of suggestions based on what it thinks you require. The default search engine is Bing.


microsoft - Bing
Tech Deals & Sales |
https://www.microsoft.com/en-g
&ef_id=56524aaa22f21fe7d1c...
We use cookies to improve your experience on our web
Accept all
Manage cookies
Microsoft
Microsoft 365
Office
Windows
All Microsoft
Discover the
and returns.
Surface deals
Surface bun
iness deals
Certified

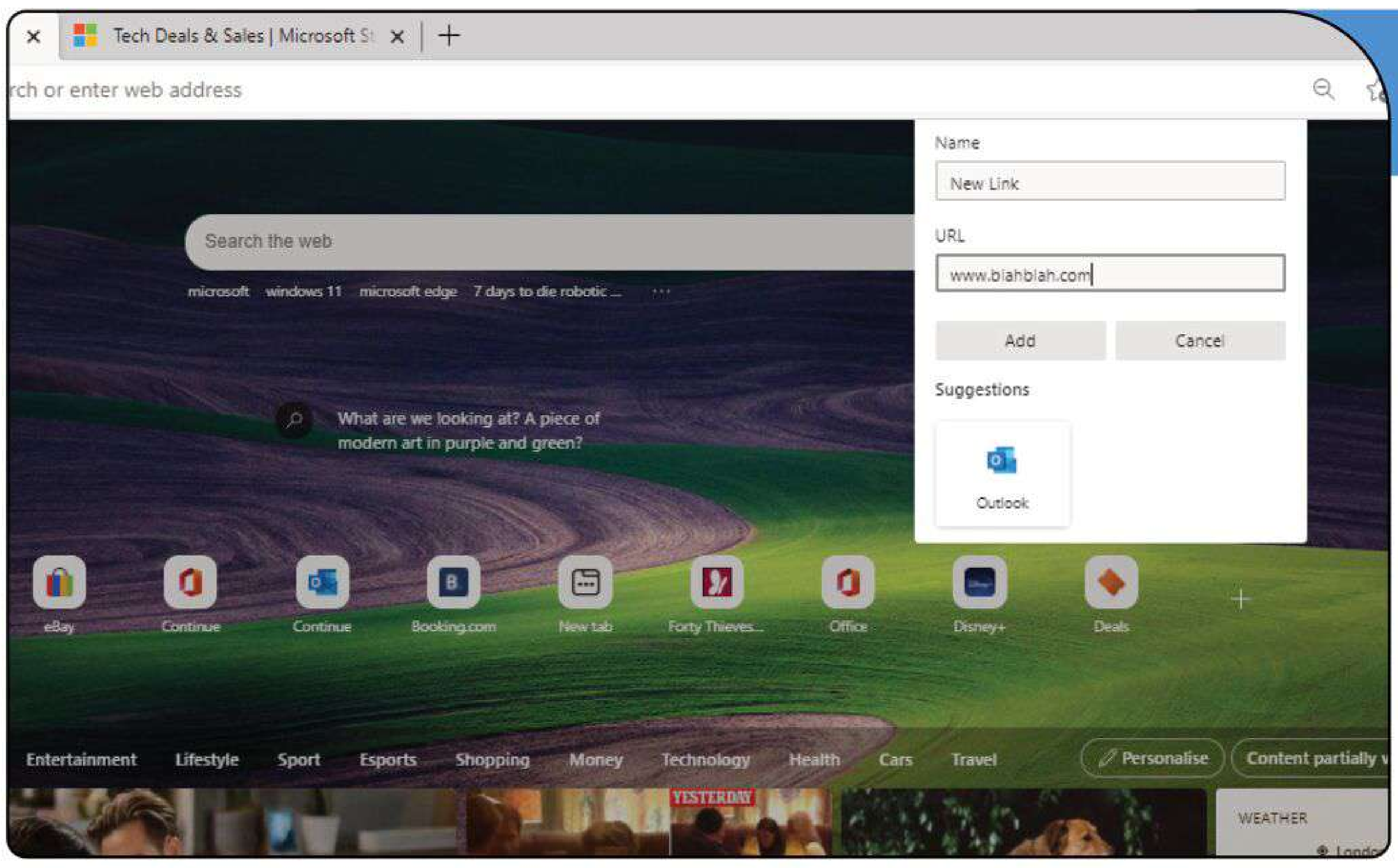
Browser Controls

The browser controls are on the top bar. On the far left is: Back, Forwards and Refresh Page (Home button can be added in the browser settings). On the right are the zoom control, add to favourites, favourites list and collections buttons. There is also a More button to open the browser menu.


New tab
Tech Deals & Sales | Microsoft
22 °C
New tab Ctrl+T
Add tab to new group
Refresh Ctrl+R
Duplicate tab Ctrl+Shift+K
Move tab to new window
Pin tab
Mute tab Ctrl+M
Close tab Ctrl+W
Close other tabs
Close tabs to the right
Reopen closed tab Ctrl+Shift+T
Turn on vertical tabs Ctrl+Shift+,
Add all tabs to favourites Ctrl+Shift+D
Add all tabs to Collections
microsoft edge
7 days to die robotic ...
at are we looking at? A piece of
dern art in purple and green?
Booking.com
New tab
Forty Thieves...
Office
My Feed
Top Stori
Esports
Shopping
Money
Technology
Health
Cars
YESTERDAY

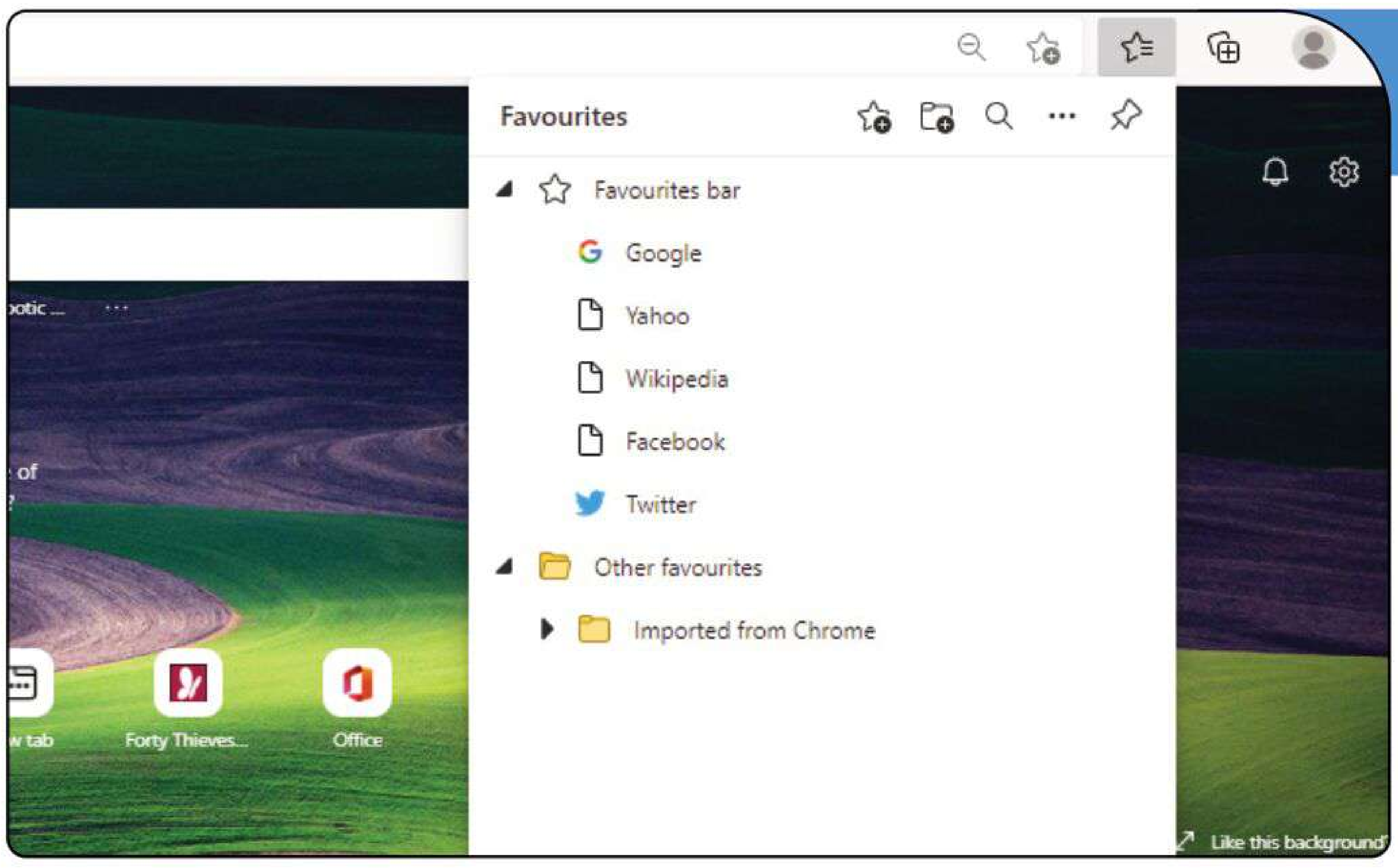
Edge Tabs

Clicking the + opens a new tab and clicking the small X closes the tab. To the left of the tabs is the Tab actions menu button. You can use this to move tabs to the side of the window (vertically), create tab collections and restore recently closed tabs. Right-click on any tab to see additional tab options.


Tech Deals & Sales | Microsoft St
rch or enter web address
Name
New Link
URL
www.blahblah.com
Add
Cancel
Suggestions
Outlook
Search the web
microsoft windows 11 microsoft edge 7 days to die robotic ...
What are we looking at? A piece of modern art in purple and green?
eBay
Continue
Continue
Booking.com
New tab
Forty Thieves...
Office
Disney+
Deals
Entertainment Lifestyle Sport Esports Shopping Money Technology Health Cars Travel
Personalise
Content partially v
WEATHER

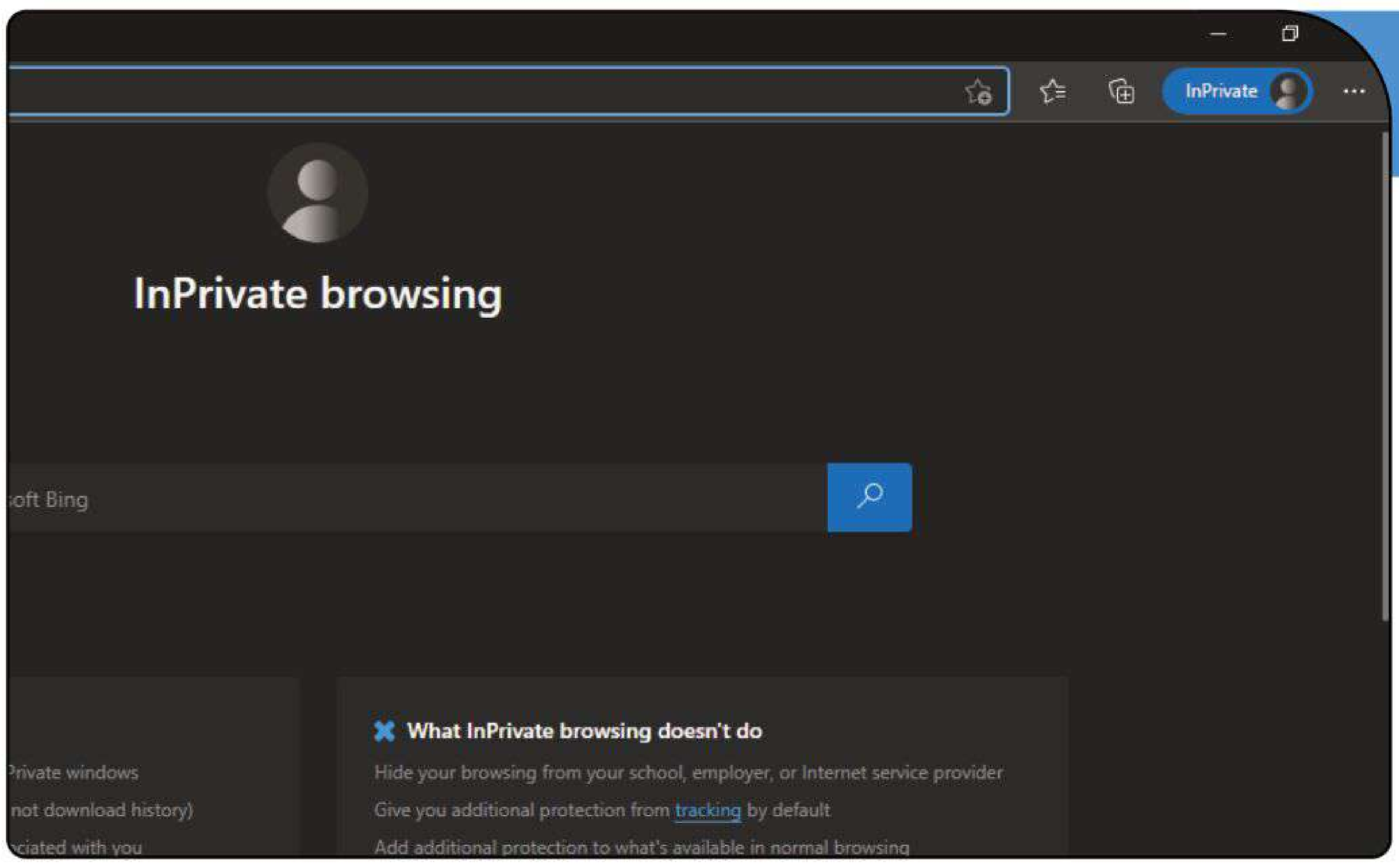
Quick Links

Each Start page layout includes a row of quick links (website icons) below the Start page search field. These will be auto-populated if you are new to Edge, but as you use the browser, these will be replaced by your recent/often visited sites. You can add sites by clicking the + button on the right.


Favourites
Favourites bar
Google
Yahoo
Wikipedia
Facebook
Twitter
Other favourites
Imported from Chrome
New tab
Forty Thieves...
Office
Like this background?

Favourites

To access Favourites, or bookmarked sites, click the button directly to the right of the address bar (star with three lines). Clicking it opens a fly-out list, at the top of which is the option to "Manage favourites". This opens the list in a new page, where you can remove or re-order them.


InPrivate
InPrivate browsing
oft Bing

What InPrivate browsing doesn't do

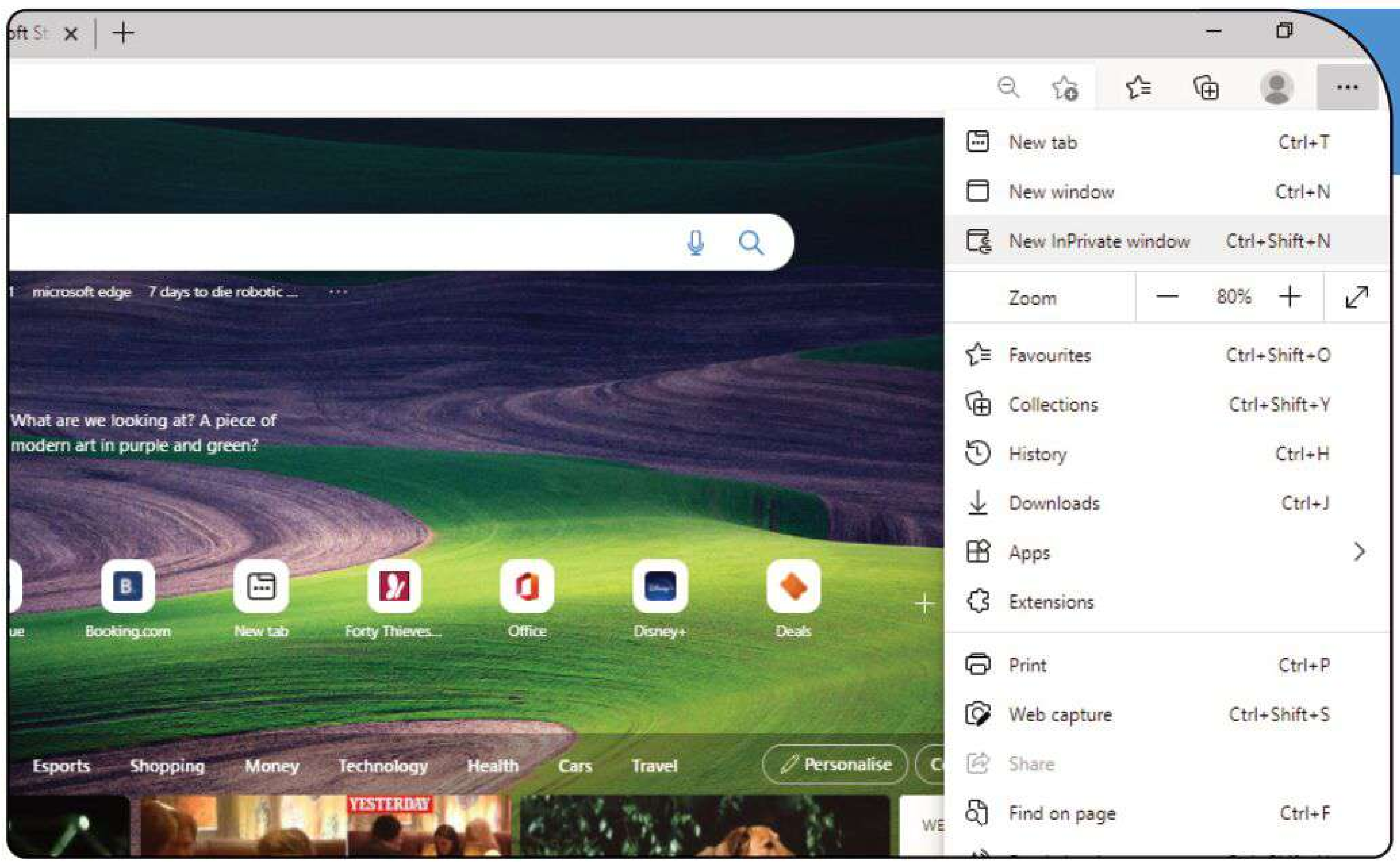
Hide your browsing from your school, employer, or Internet service provider

Give you additional protection from tracking by default

Add additional protection to what's available in normal browsing

InPrivate Window

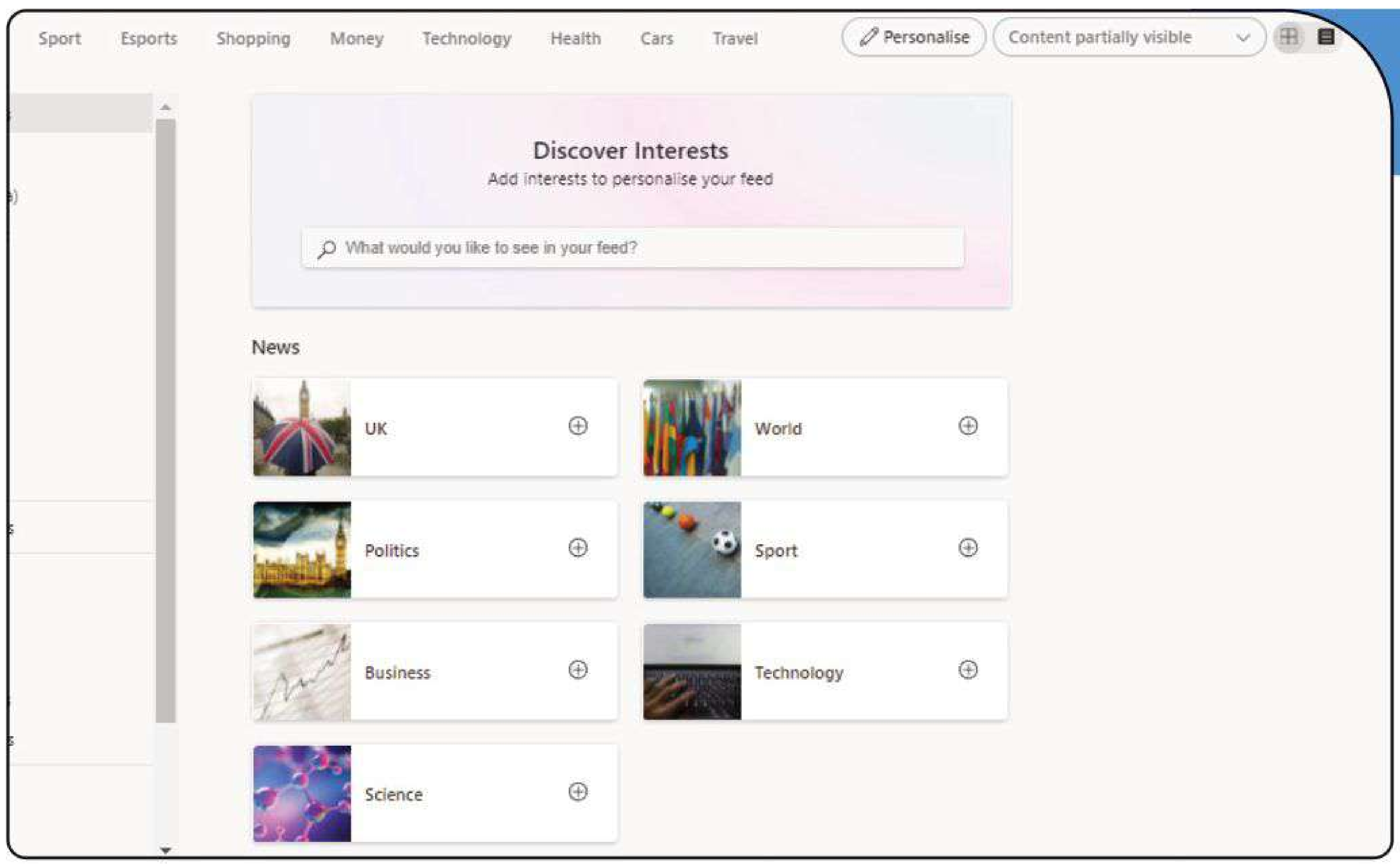
If you want to browse in private mode when using Edge, you can do so easily. To open a new InPrivate tab, click the browser menu button at the top right and select "New InPrivate Window". You can also open a new private tab by using the keyboard shortcut Ctrl + Shift + N while Edge is active.


New tab Ctrl+T
New window Ctrl+N
New InPrivate window Ctrl+Shift+N
Zoom 80%
Favourites Ctrl+Shift+O
Collections Ctrl+Shift+Y
History Ctrl+H
Downloads Ctrl+J
Apps
Extensions
Print Ctrl+P
Web capture Ctrl+Shift+S
Share
Find on page Ctrl+F
microsoft edge 7 days to die robotic ...
What are we looking at? A piece of modern art in purple and green?
Booking.com
New tab
Forty Thieves...
Office
Disney+
Deals
Esports Shopping Money Technology Health Cars Travel
Personalise

Edge Menu

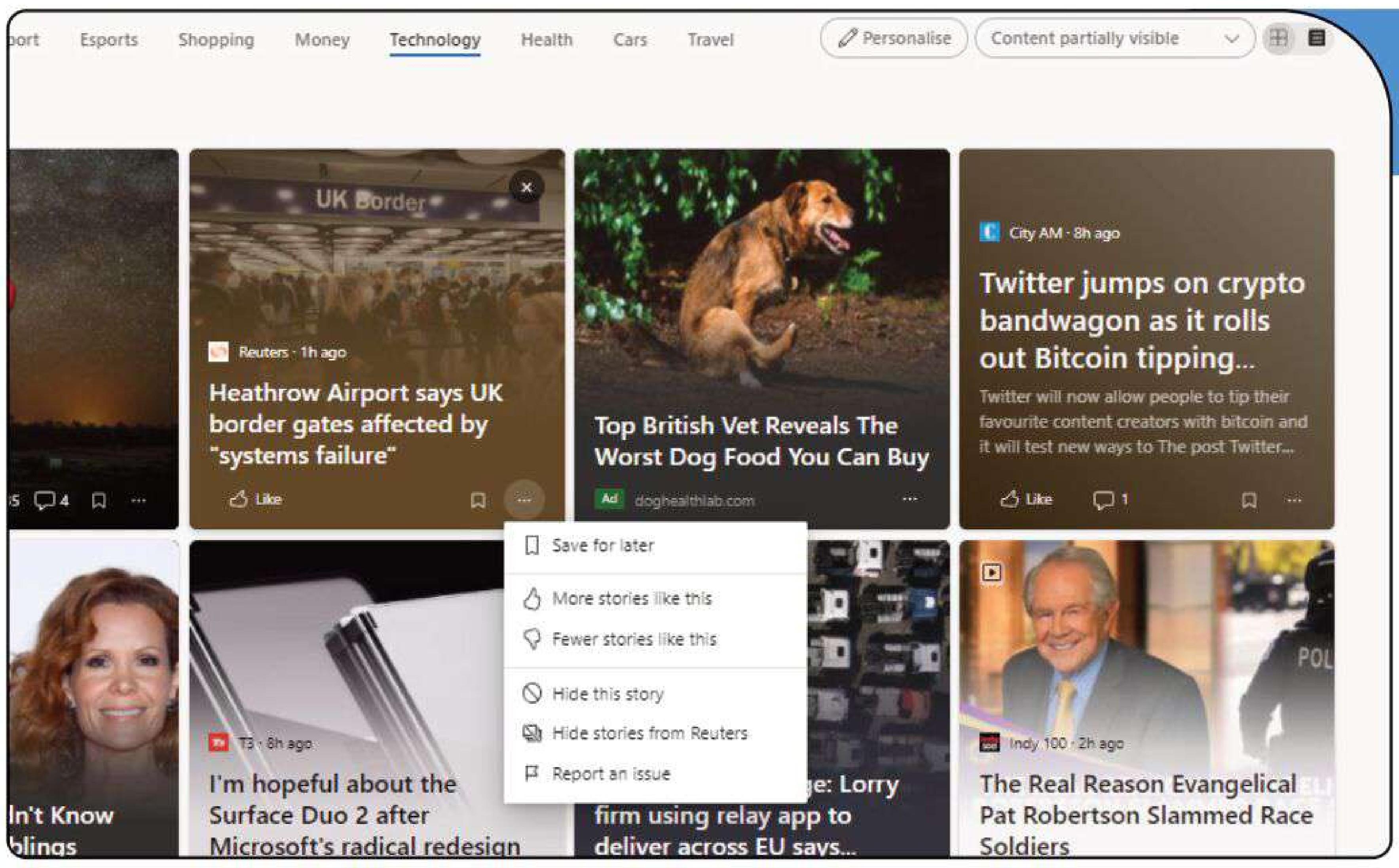
Click the Menu button (three small dots on the top right) to open the Edge menu. From this menu, you're able to access Settings, print a page and find words or phrases in the open web page. It also contains links to Favourites, Collections, History, Downloads, Apps, Extensions and much more.

The Edge News Feed


Sport
Esports
Shopping
Money
Technology
Health
Cars
Travel
Personalise
Content partially visible
Discover Interests
Add interests to personalise your feed
What would you like to see in your feed?
News
UK
World
Politics
Sport
Business
Technology
Science

Feed Settings

Click the Content visibility button to choose how news stories are displayed (visible, partially visible or headings only). The Personalise button lets you choose which categories are displayed, if information cards are included (weather, etc.), and which news types alert you with a notification.


Esports
Shopping
Money
Technology
Health
Cars
Travel
Personalise
Content partially visible
UK Border
Like
Save for later
More stories like this
Fewer stories like this
Hide this story
Hide stories from Reuters
Report an issue
Like
POL

Reuters · 1h ago
Heathrow Airport says UK border gates affected by "systems failure"

Top British Vet Reveals The Worst Dog Food You Can Buy
Ad doghealthlab.com

City AM · 8h ago
Twitter jumps on crypto bandwagon as it rolls out Bitcoin tipping...
Twitter will now allow people to tip their favourite content creators with bitcoin and it will test new ways to The post Twitter...

T3 · 8h ago
I'm hopeful about the Surface Duo 2 after Microsoft's radical redesign

ge: Lorry firm using relay app to deliver across EU says...

Indy 100 · 2h ago
The Real Reason Evangelical Pat Robertson Slammed Race Soldiers

Curating Stories

The more you use Edge, the more the stories adapt to suit your interests. You can help this process by interacting with stories. Click the X to close stories that don't interest you, click the More menu button on a story to save it, vote for more/fewer stories like this and hide stories from that source.

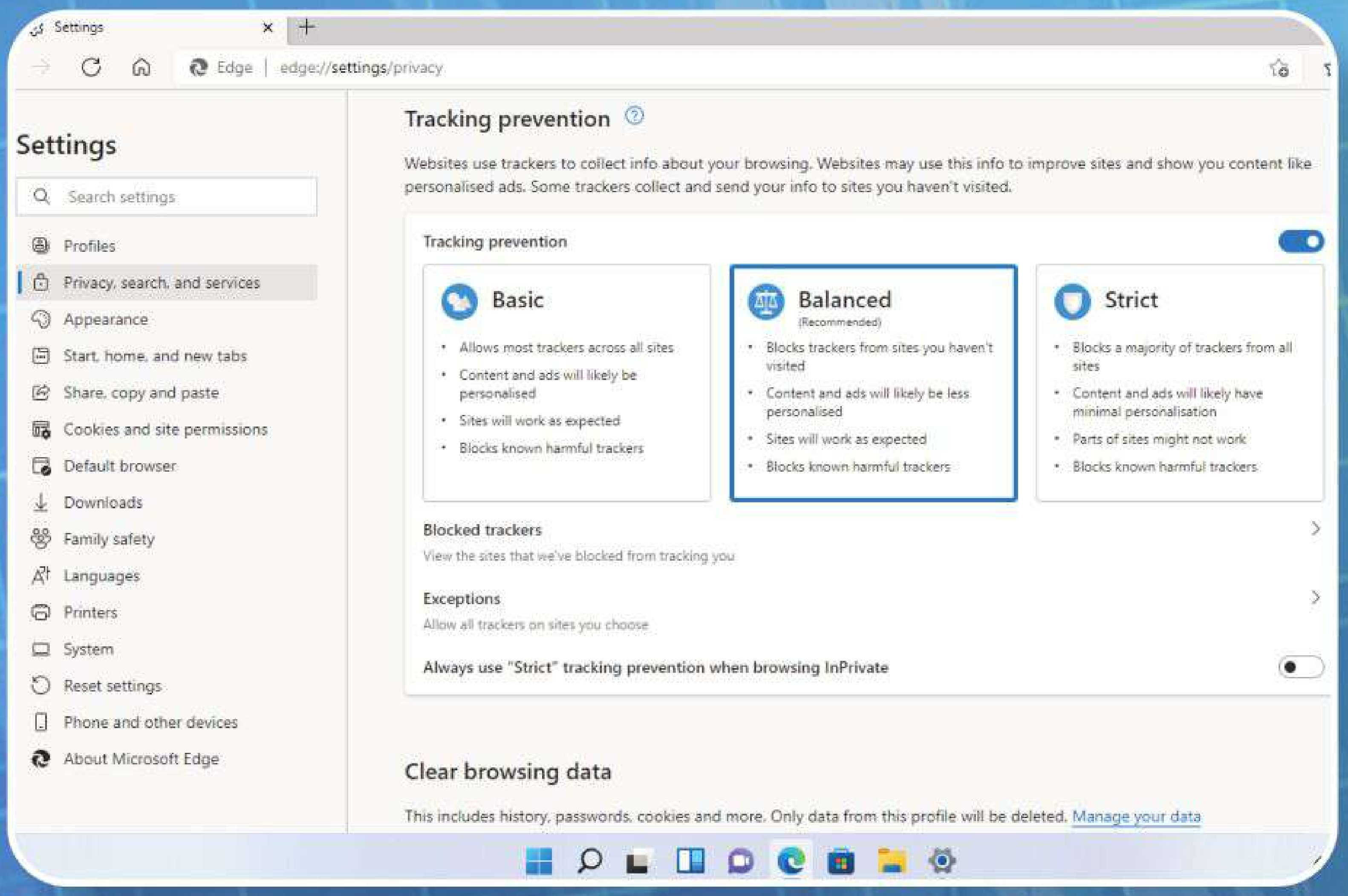
Edge Privacy

Microsoft seems to be taking users' privacy choices seriously with Edge Chromium, and you now have a much easier way to control your browsing data and history. The biggest improvement is Tracking Prevention. You can access these settings in Browser Menu > Settings > Privacy & Services.

You can choose three different levels of tracking prevention: Basic, Balanced and Strict. These options all block known harmful trackers, but how personalised content (such as adverts) is displayed and how well all website features work, depends on the level you choose.

Our advice is to switch to Strict and then see how it affects your favourite websites. If you find things are not displayed as they should be, you can always switch back to Balanced.

You can view sites that you have blocked from tracking you, and also allow exceptions if there are sites which you want to allow to track you.


Settings
Edge
edge://settings/privacy
Settings
Search settings
Profiles
Privacy, search, and services
Appearance
Start, home, and new tabs
Share, copy and paste
Cookies and site permissions
Default browser
Downloads
Family safety
Languages
Printers
System
Reset settings
Phone and other devices
About Microsoft Edge

Tracking prevention

Websites use trackers to collect info about your browsing. Websites may use this info to improve sites and show you content like personalised ads. Some trackers collect and send your info to sites you haven't visited.

Tracking prevention

Basic
- Allows most trackers across all sites
- Content and ads will likely be personalised
- Sites will work as expected
- Blocks known harmful trackers

Balanced
(Recommended)
- Blocks trackers from sites you haven't visited
- Content and ads will likely be less personalised
- Sites will work as expected
- Blocks known harmful trackers

Strict
- Blocks a majority of trackers from all sites
- Content and ads will likely have minimal personalisation
- Parts of sites might not work
- Blocks known harmful trackers

Blocked trackers
View the sites that we've blocked from tracking you

Exceptions
Allow all trackers on sites you choose

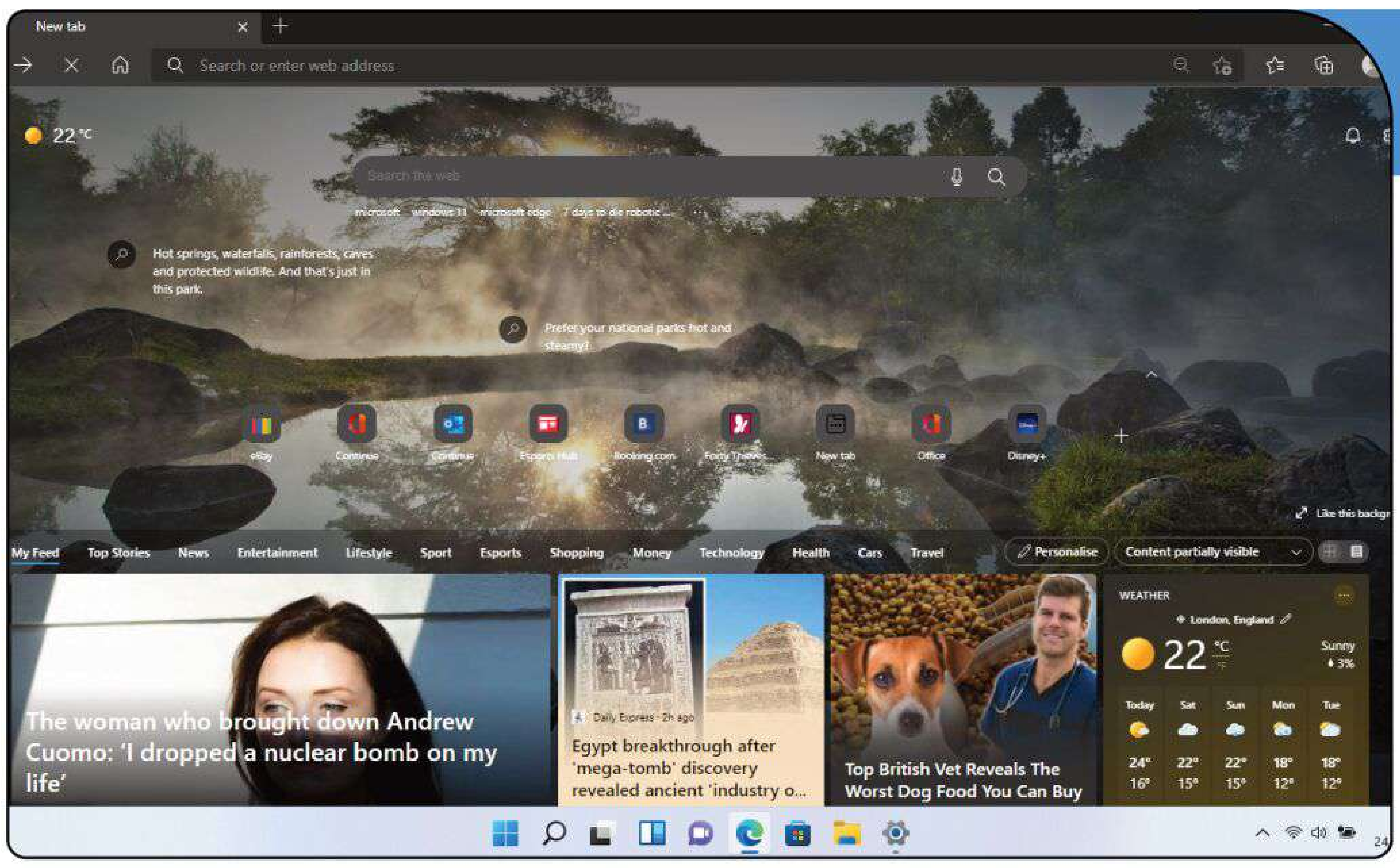
Always use "Strict" tracking prevention when browsing InPrivate

Clear browsing data

This includes history, passwords, cookies and more. Only data from this profile will be deleted. Manage your data

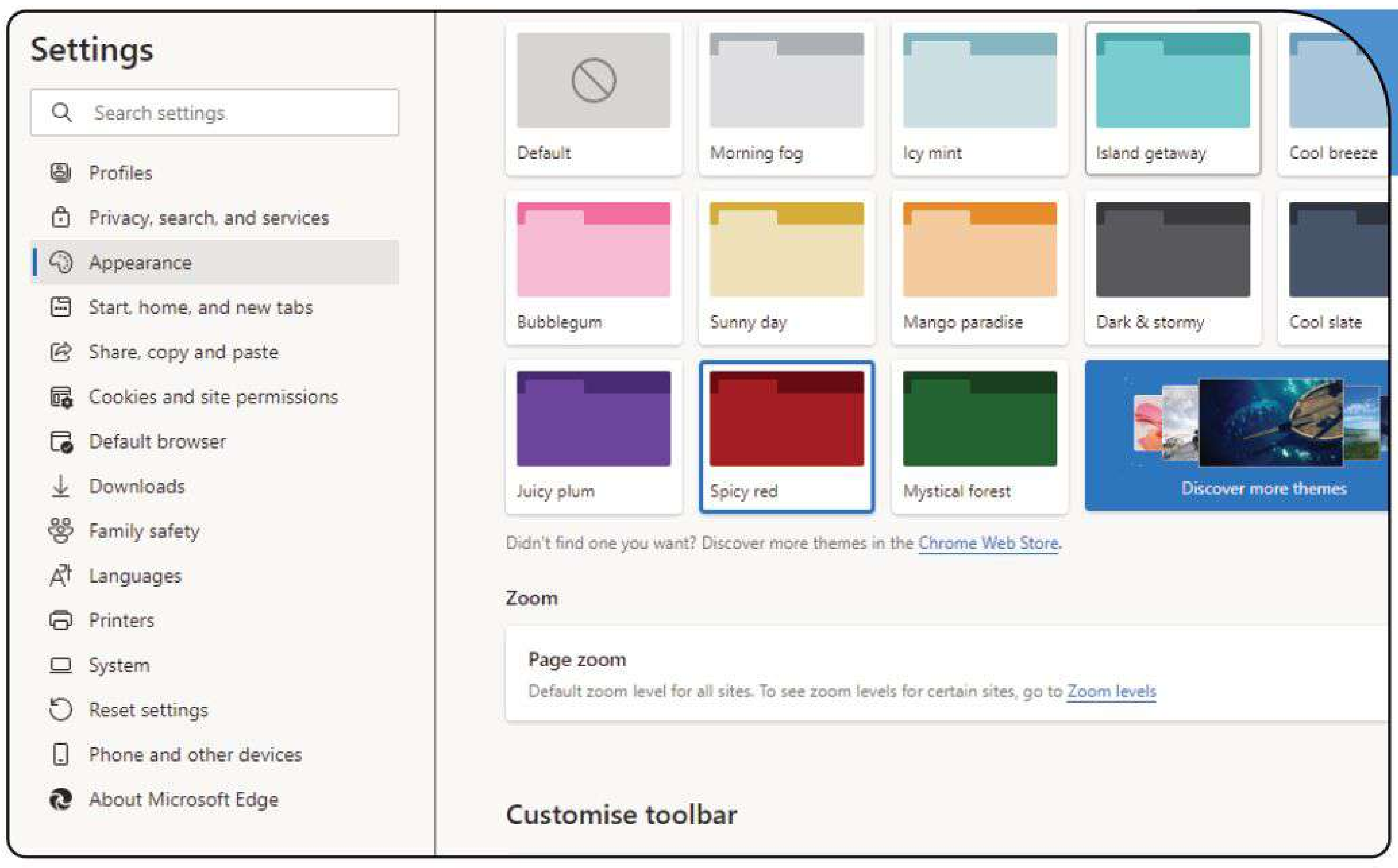
Personalising Edge

Light or Dark


New tab
Search or enter web address
22 °C
Search the web
Hot springs, waterfalls, rainforests, caves and protected wildlife. And that's just in this park.
Prefer your national parks hot and steamy?
My Feed
Top Stories
News
Entertainment
Lifestyle
Sport
Esports
Shopping
Money
Technology
Health
Cars
Travel
Personalise
Content partially visible
The woman who brought down Andrew Cuomo: 'I dropped a nuclear bomb on my life'
Egypt breakthrough after 'mega-tomb' discovery revealed ancient 'industry o...
Top British Vet Reveals The Worst Dog Food You Can Buy
WEATHER
London, England
22 °C
Today
Sat
Sun
Mon
Tue

If you have changed the system theme to light or dark, Edge should automatically be set to the same. You can, however, choose the theme for Edge separately to the system theme. Open the Edge menu > Settings, and click Appearance. Choose the light, dark or system default theme.

Edge Themes


Settings
Search settings
Profiles
Privacy, search, and services
Appearance
Start, home, and new tabs
Share, copy and paste
Cookies and site permissions
Default browser
Downloads
Family safety
Languages
Printers
System
Reset settings
Phone and other devices
About Microsoft Edge
Default
Morning fog
Icy mint
Island getaway
Cool breeze
Bubblegum
Sunny day
Mango paradise
Dark & stormy
Cool slate
Juicy plum
Spicy red
Mystical forest
Discover more themes
Zoom
Customise toolbar

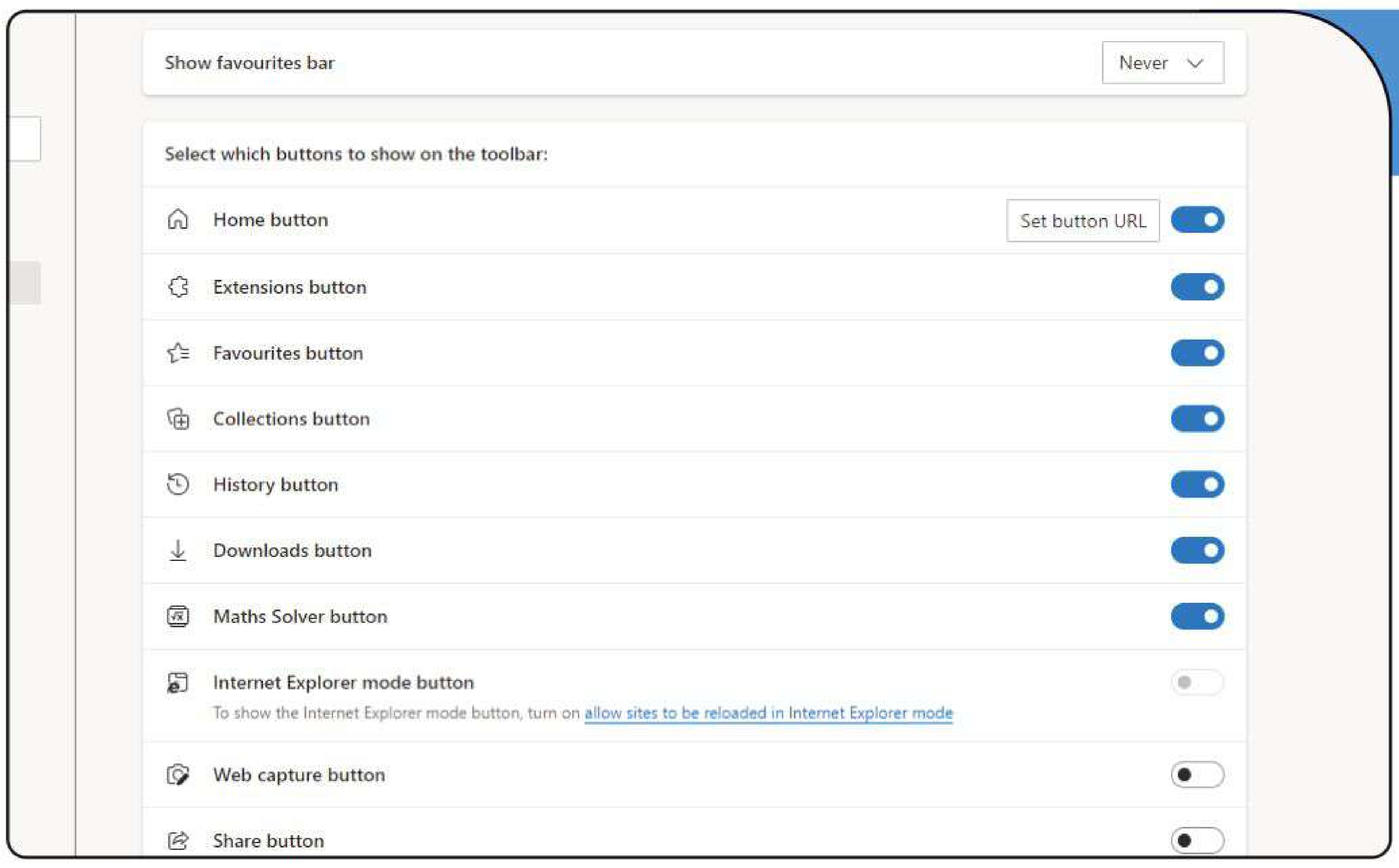
Didn't find one you want? Discover more themes in the Chrome Web Store.

Page zoom

Default zoom level for all sites. To see zoom levels for certain sites, go to Zoom levels

As well as light or dark, Edge lets you choose from about 15 other theme colours, from Morning Fog to Mystical Forest. Go to Edge menu > Settings > Appearance and click on the theme colour you want to apply. This will only apply colour to the top bar and tabs. It will not override the light/dark setting.

Browser Controls



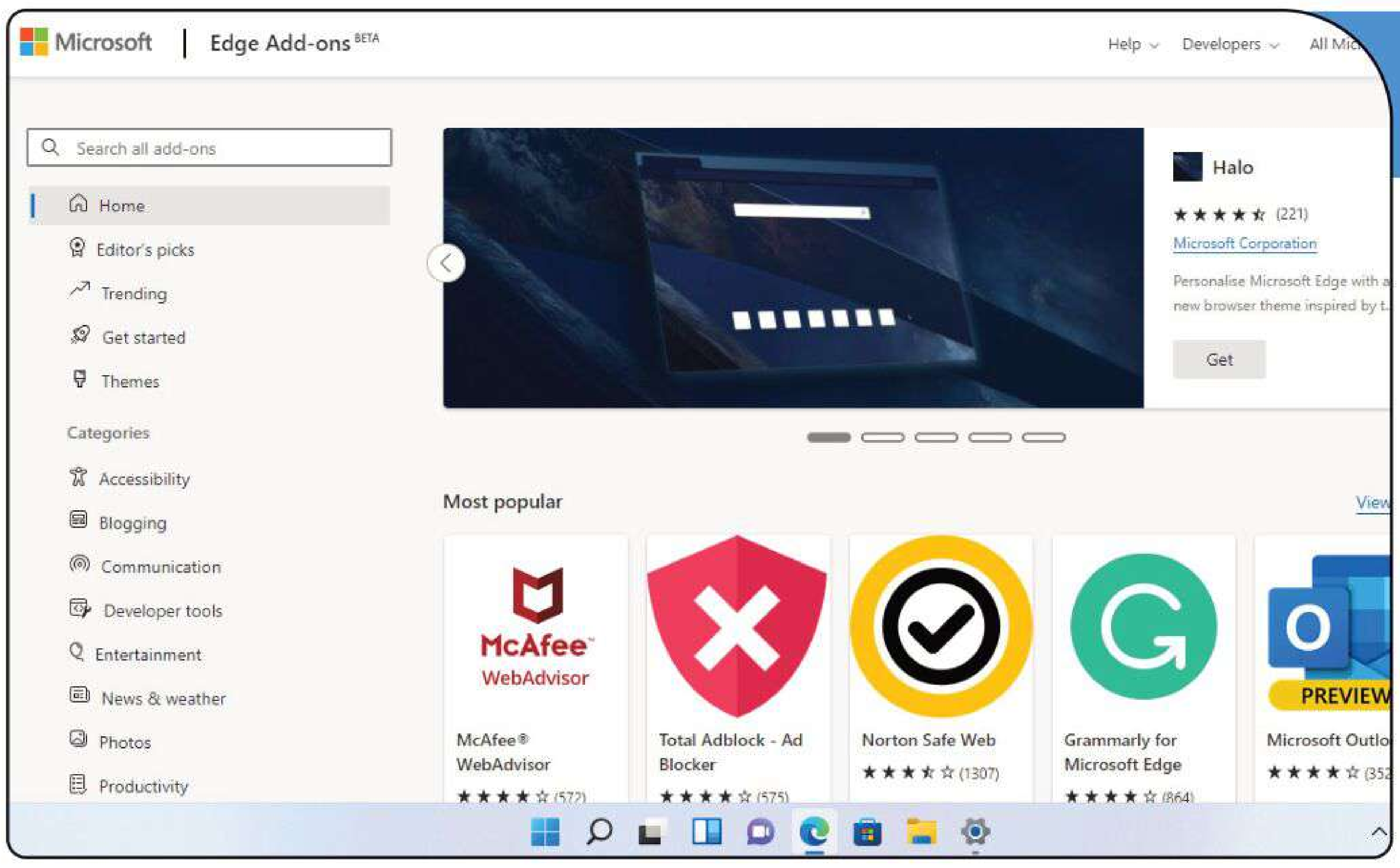
Show favourites bar: Never

Select which buttons to show on the toolbar:

- Home button (Set button URL) ●
- Extensions button ●
- Favourites button ●
- Collections button ●
- History button ●
- Downloads button ●
- Maths Solver button ●
- Internet Explorer mode button ○
  To show the Internet Explorer mode button, turn on allow sites to be reloaded in Internet Explorer mode
- Web capture button ○
- Share button ○

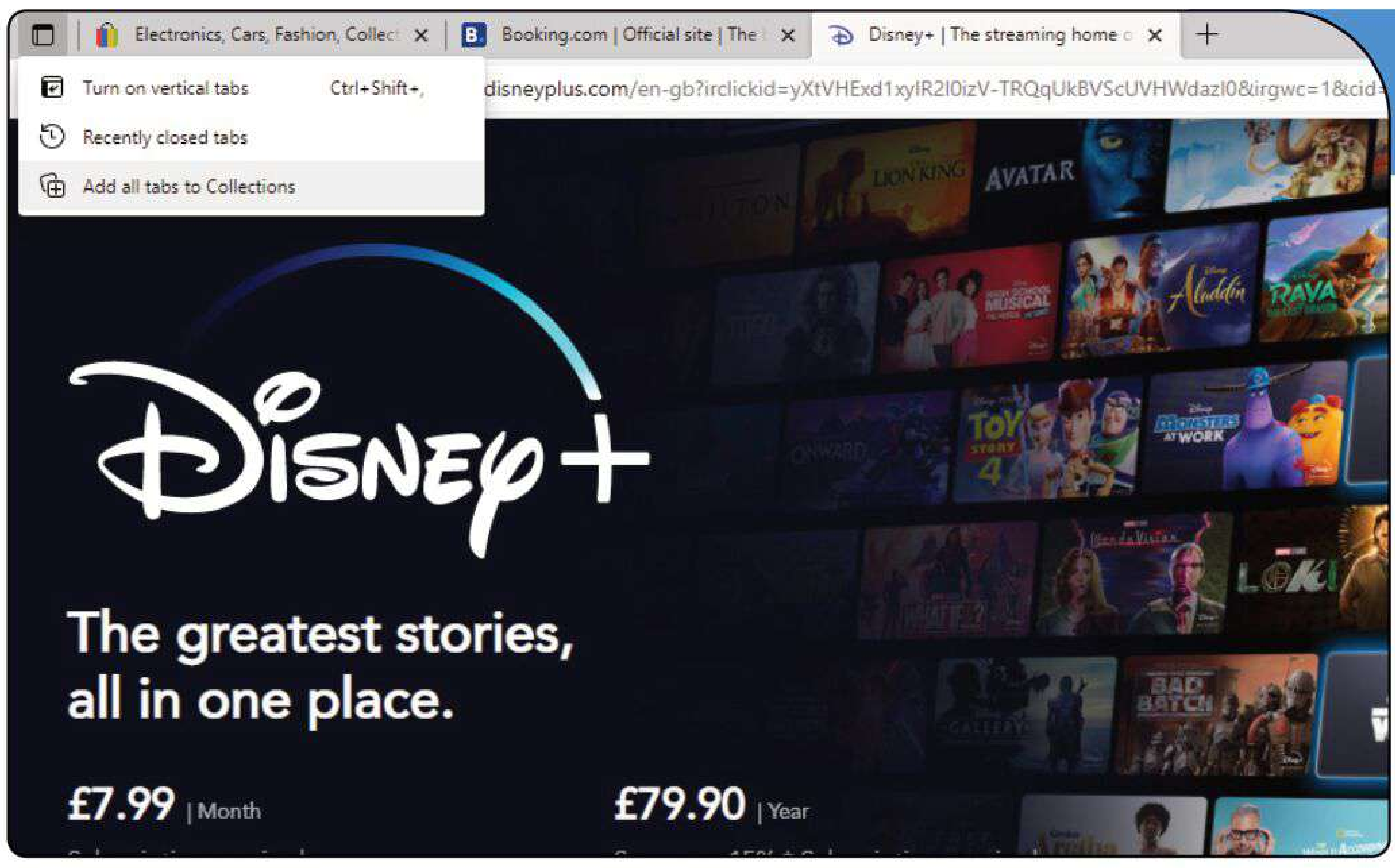
The default browser controls are Back, Forward and Refresh page. Open the menu > Settings > Appearance and you can scroll down to see more buttons to add. These include Home (including option to set the URL), Extensions, History, Downloads and strangely, a Maths Solver button.

Extensions


Microsoft
Edge Add-ons BETA
Help
Developers
Search all add-ons
Home
Editor's picks
Trending
Get started
Themes
Categories
Accessibility
Blogging
Communication
Developer tools
Entertainment
News & weather
Photos
Productivity
Halo
(221)
Microsoft Corporation
Get
Most popular
McAfee WebAdvisor
McAfee® WebAdvisor
(572)
Total Adblock - Ad Blocker
(575)
Norton Safe Web
(1307)
Grammarly for Microsoft Edge
(864)
PREVIEW
Microsoft Outlo

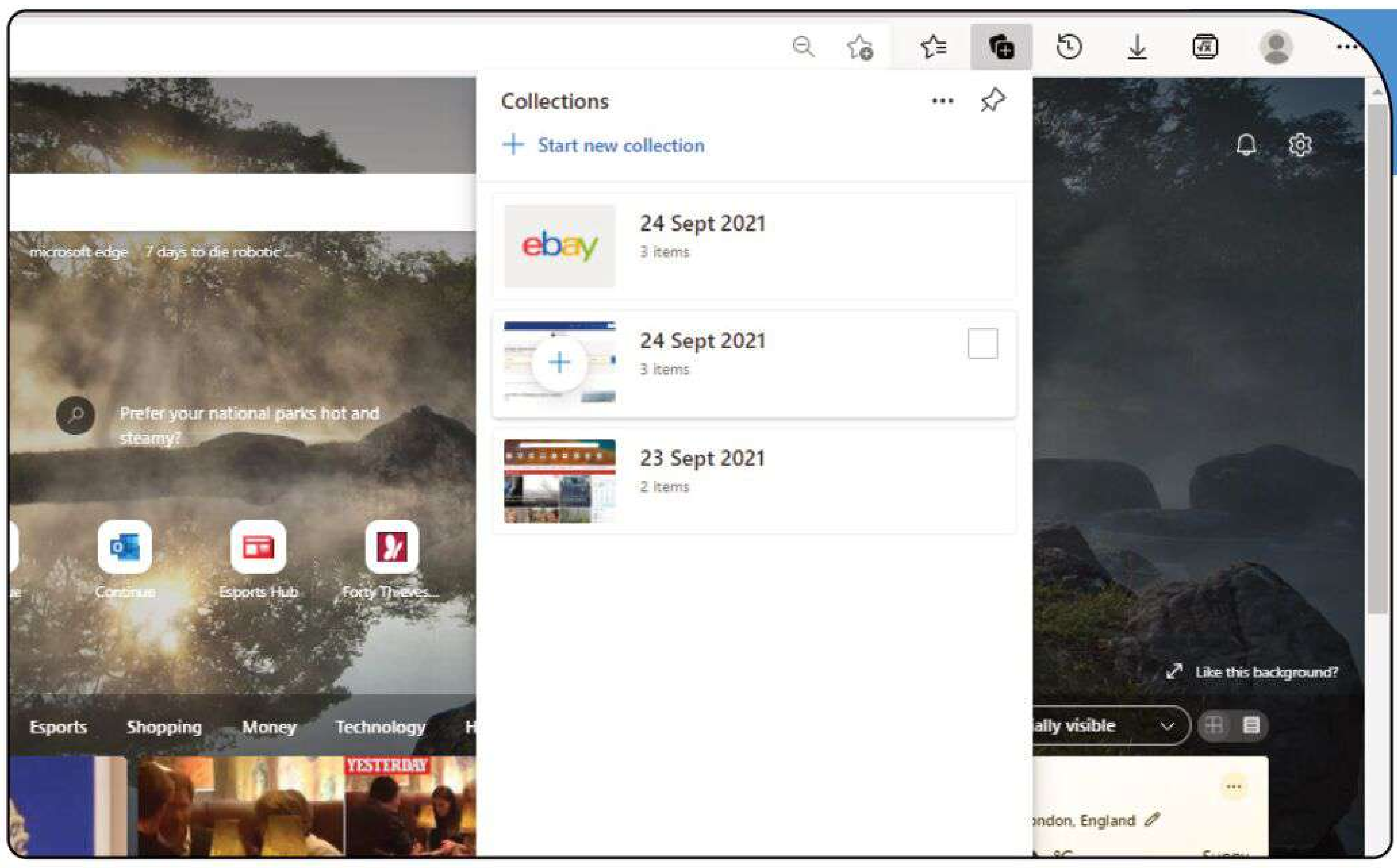
Just like the previous version, Edge Chromium features extensions, which are downloaded from the Microsoft Store. You can view installed extensions in the Browser Menu > Extensions. There are fewer extensions available for the new version, but this situation will improve as it matures.

Edge Collections


Electronics, Cars, Fashion, Collect
Booking.com | Official site | The
Disney+ | The streaming home o
Turn on vertical tabs Ctrl+Shift+,
Recently closed tabs
Add all tabs to Collections
disneyplus.com/en-gb?irclickid=yXtVHExd1xyIR2I0izV-TRQqUkBVScUVHWdazI0&irgwc=1&cid
Disney+
The greatest stories, all in one place.
£7.99 | Month
£79.90 | Year

Step 1

Open the websites that you want to save in a Collection, in separate tabs. Click the Tab Actions button (top-left) and from the menu, select "Add all tabs to Collections". A notification will appear below the Collections button in the browser tools bar, confirming the Collection was saved.


Collections
Start new collection
24 Sept 2021
3 items
24 Sept 2021
3 items
23 Sept 2021
2 items
Prefer your national parks hot and steamy?
Esports
Shopping
Money
Technology
Like this background?

Step 2

To open a Collection, click the Collections button, and right-click on the collection you want to open. Select "Open all [number]". You can edit the collections by clicking on them here, and adding or removing pages. You can also rename the collections by clicking on the date title at the top.

PC health at a glance
Introducing Windows 11

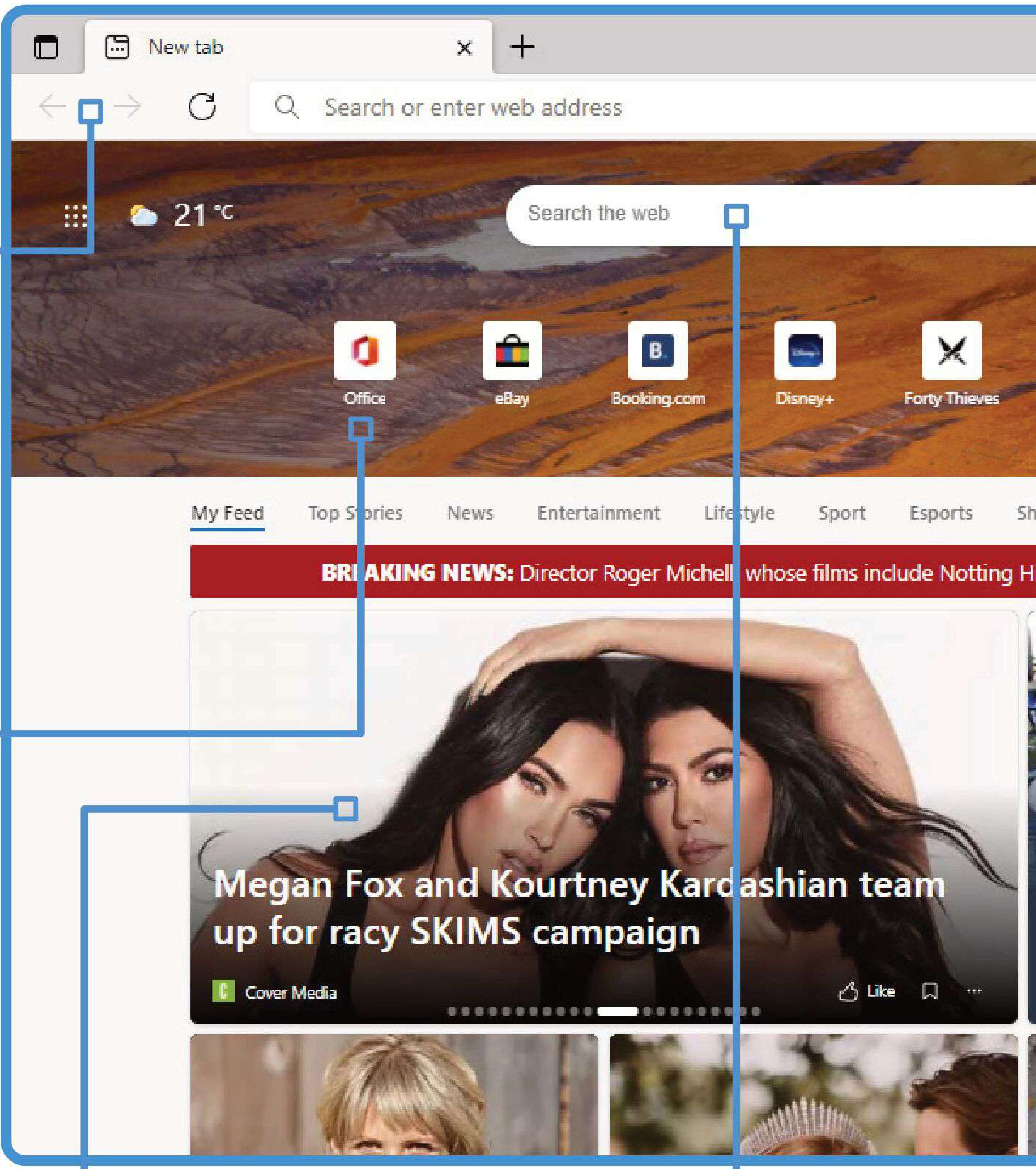
Exploring the Edge Browser

Browser & Tab Controls

In the top left corner, where you would probably expect to find them, are the browser controls. These include the Home button, the Page refresh button and the Page forward/Page back buttons. Also in the top corner is the Tab control, allowing you to set the tabs vertically, or restore closed tabs. Right-click on the active tab to see additional options.

Recently Viewed/ Favourites

A group of icons are displayed for the most recently visited websites/ pages. These automatically update as you browse, but can also be edited to show your favourite or most-used sites by clicking on the + symbol at the end of the row of icons.


New tab
Search or enter web address
21 °C
Search the web
Office
eBay
Booking.com
Disney+
Forty Thieves
My Feed
Top Stories
News
Entertainment
Lifestyle
Sport
Esports
Sh
Cover Media
Like

BREAKING NEWS: Director Roger Michell whose films include Notting H

Megan Fox and Kourtney Kardashian team up for racy SKIMS campaign

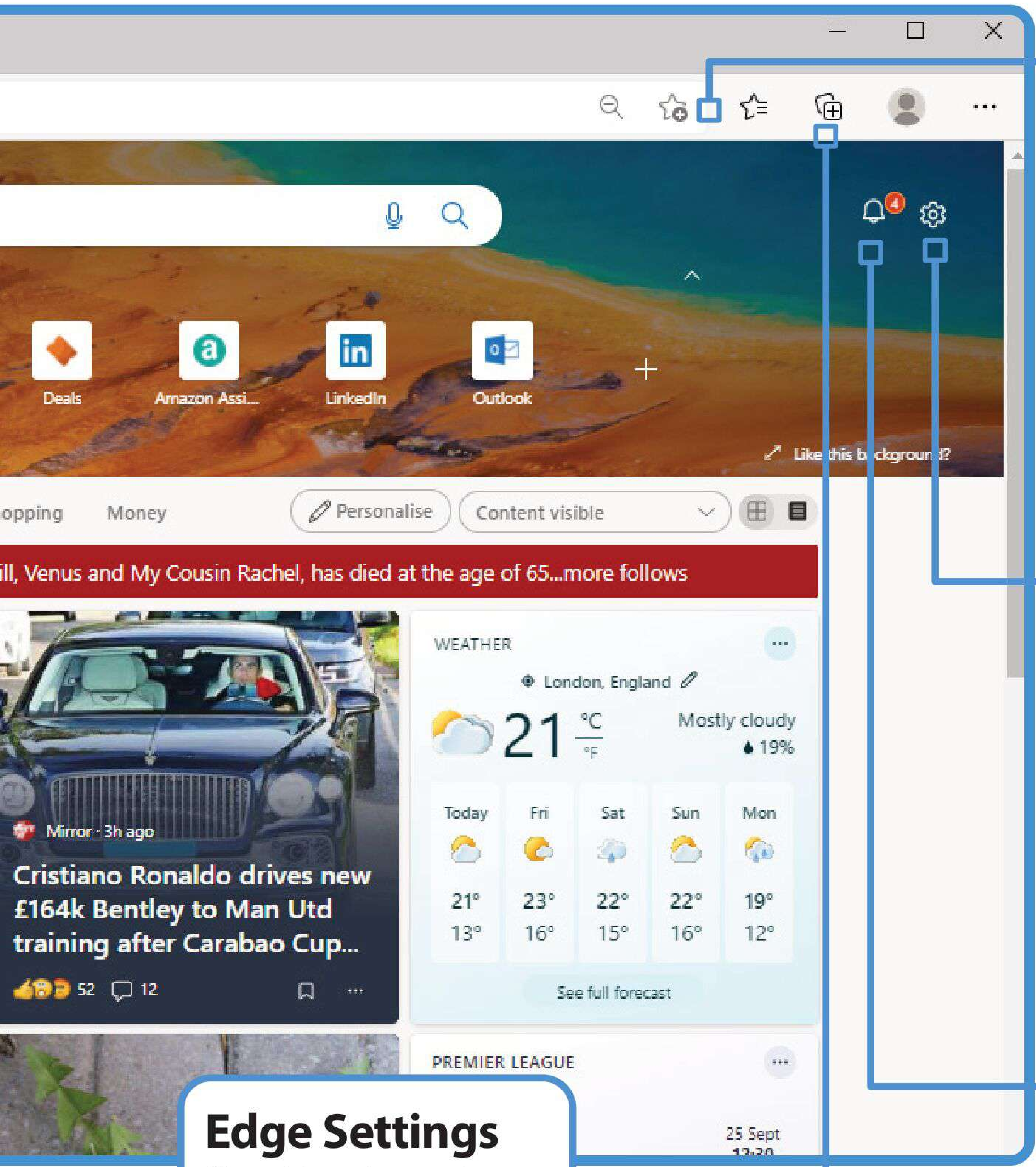
News Feed

The Start screen of Microsoft Edge is also a news feed. The news feed is provided by MSN and is made up of news stories based on your geographical location. Either the feed is displayed at the top, or you scroll down to it; depending on the layout you choose. Click "Personalise" to filter the news types, and click "Content visible" to choose how stories are displayed.

Search Fields

There are two search fields in Edge, one at the top (which is also the address field when viewing a website), and one which floats at the top or middle of the start page; depending on the layout you choose. Use either of these and search suggestions appear as you begin typing.

Edge continues to get better, and the latest version in Windows 11 is no different. You should be familiar with it if you are upgrading from Windows 10, as it is basically the same version; but let's take a look at the newest and best features of Microsoft Edge.


Deals
Amazon Assi...
LinkedIn
Outlook
Like this background?
opping
Money
Personalise
Content visible
WEATHER
London, England
21 °C °F
Mostly cloudy
19%
Today Fri Sat Sun Mon
21° 23° 22° 22° 19°
13° 16° 15° 16° 12°
See full forecast
Mirror · 3h ago
52 12
PREMIER LEAGUE
25 Sept

ill, Venus and My Cousin Rachel, has died at the age of 65...more follows

Cristiano Ronaldo drives new £164k Bentley to Man Utd training after Carabao Cup...

Favourites Menu

The Hub from the old version of Edge, which contained favourites, history and a reading list has gone. Instead, you can access Favourites and Collections here. The star with a + icon in the search field is the button to add a new web page to your favourites.

Start Page Layout

You can customise the Start screen in several ways here. There are three preset layouts: Informational, Inspirational and Focused. You can also choose a custom layout, which lets you turn on/off individual elements, such as pic of the day and the news feed.

Notifications

The small alarm/bell icon opens a list of top news stories. A badge will appear on top of it to tell you how many new stories are waiting to be read. As you browse the news feed, Edge will learn what type of news you like to read and tailor the notifications accordingly.

Edge Settings

Alongside options to change the style of the Edge browser, including changing to a dark theme, are several important settings. You can choose how the Edge browser opens, showing the Start page or another specified page for example. The advanced settings include options to block pop-ups and allow Flash Player.

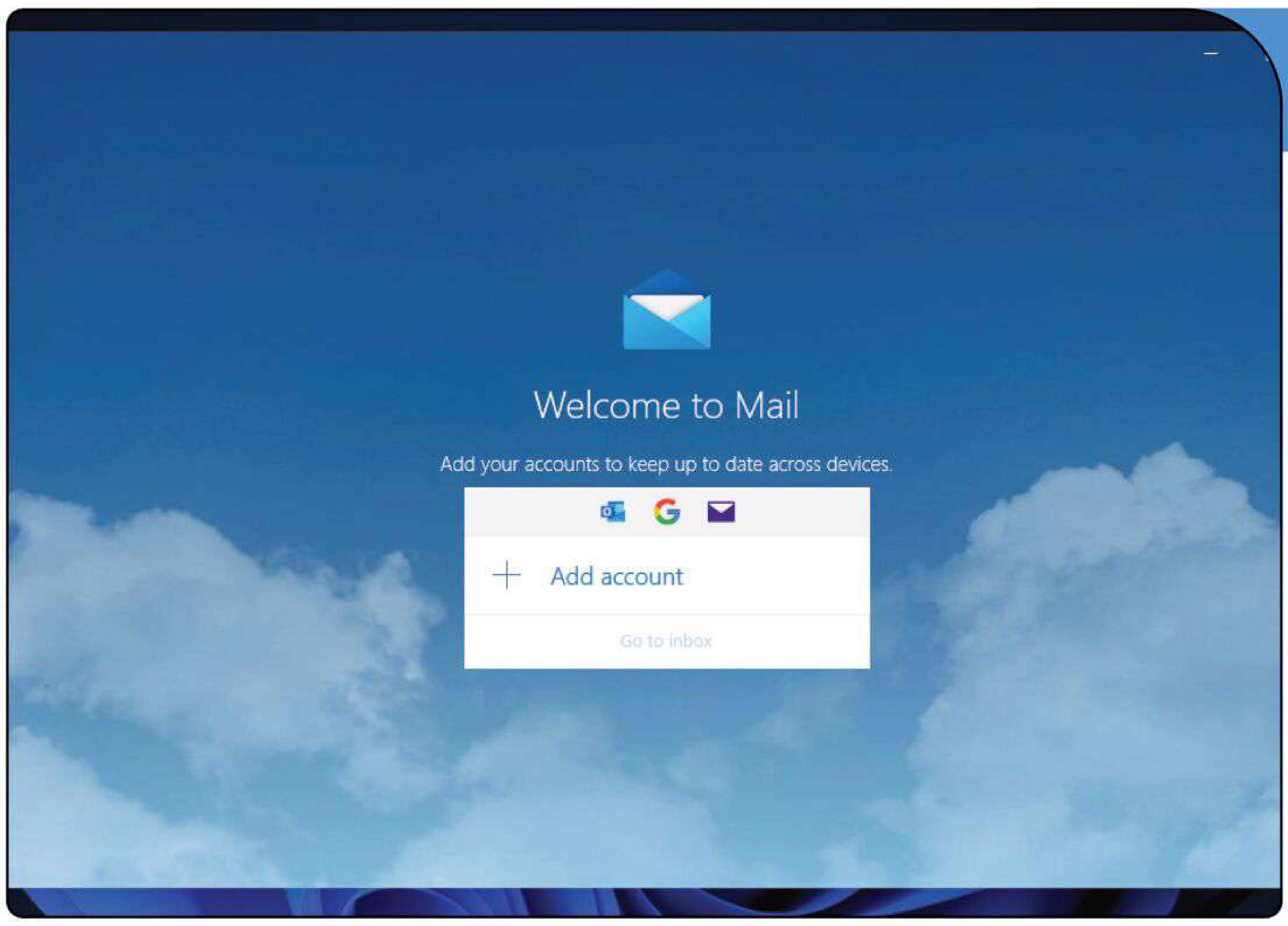
Collections

Collections are groups of tabs/ web pages that you can save and then instantly return to using this button. To save a Collection, click the Tab Controls button at the top-left, and choose "Add all tabs to collections".

Using the Mail App

The Mail app in Windows 11 remains a simple and easy way to have all of your emails in one place. If you have updated from Windows 10, your email should already be up and running. But if not, here's how to set up the Mail app in Windows 11.

Setting Up Email Accounts

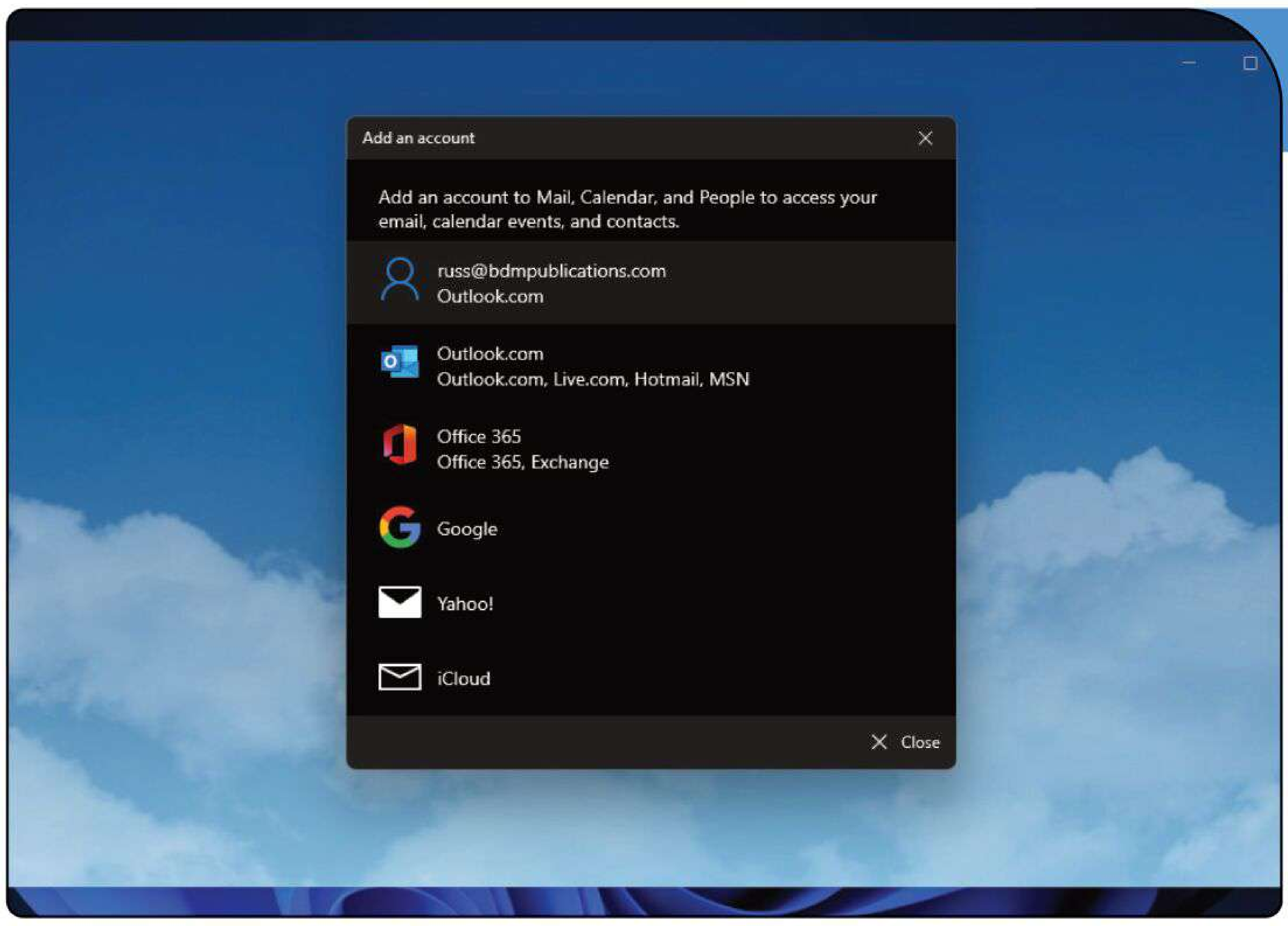


Welcome to Mail

Add your accounts to keep up to date across devices.

Step 1

If opening Mail for the first time, you will be greeted by a welcome screen, containing a link to "+Add account". Click this to open the list of available account types. You will need the server, password and other information required for each email account you want to add to Mail.



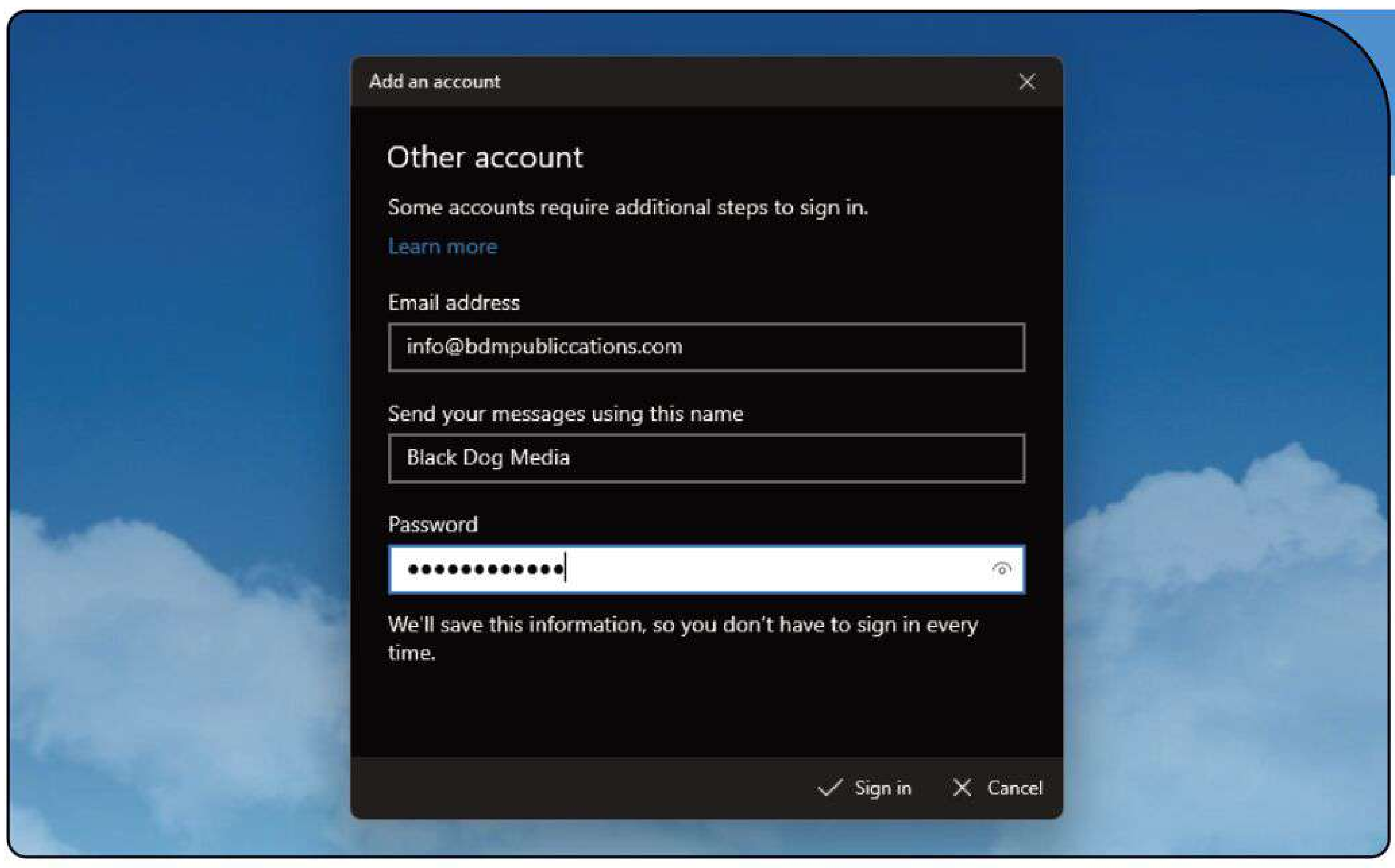
Add an account

Add an account to Mail, Calendar, and People to access your email, calendar events, and contacts.

- russ@bdmpublications.com
  Outlook.com
- Outlook.com
  Outlook.com, Live.com, Hotmail, MSN
- Office 365
  Office 365, Exchange
- Google
- Yahoo!
- iCloud

Step 2

You can add accounts from many popular providers including Google, Yahoo! and Apple's iCloud. You can also set up other more specialist accounts if you have the details. Finally, there's also an option to add a Microsoft Exchange account, if your workplace uses that (including Office 365).



Add an account

Other account

Some accounts require additional steps to sign in.

Learn more

Email address: info@bdmpubliccations.com

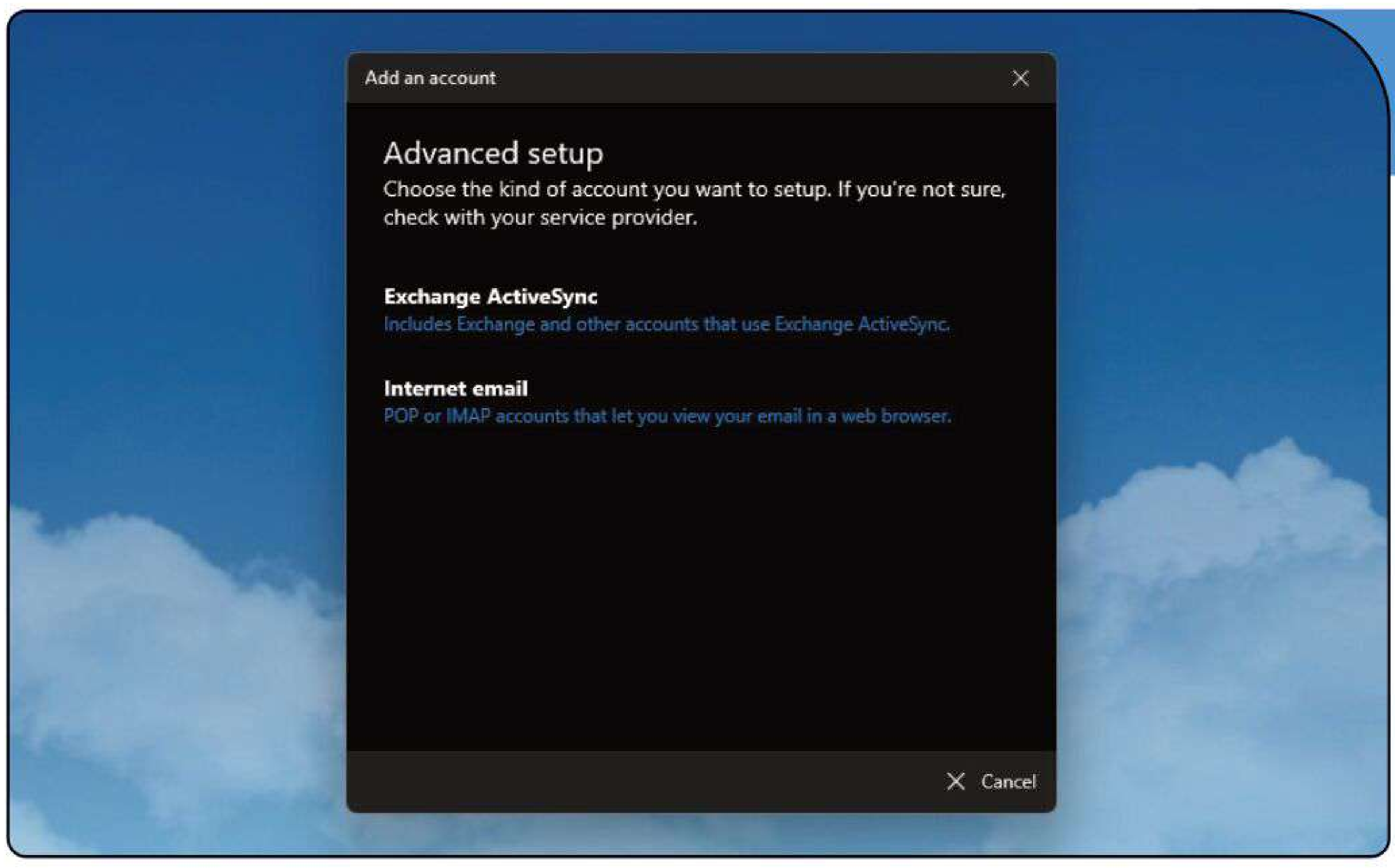
Send your messages using this name: Black Dog Media

Password: ••••••••••••

We'll save this information, so you don't have to sign in every time.

Step 3

Click the email account type you want to set up first. We are going to start with the POP, IMAP option. Enter the email address, sender name and password for your account. You can get this info from your email service provider if you don't have it to hand. Then click "Sign in".



Add an account

Advanced setup

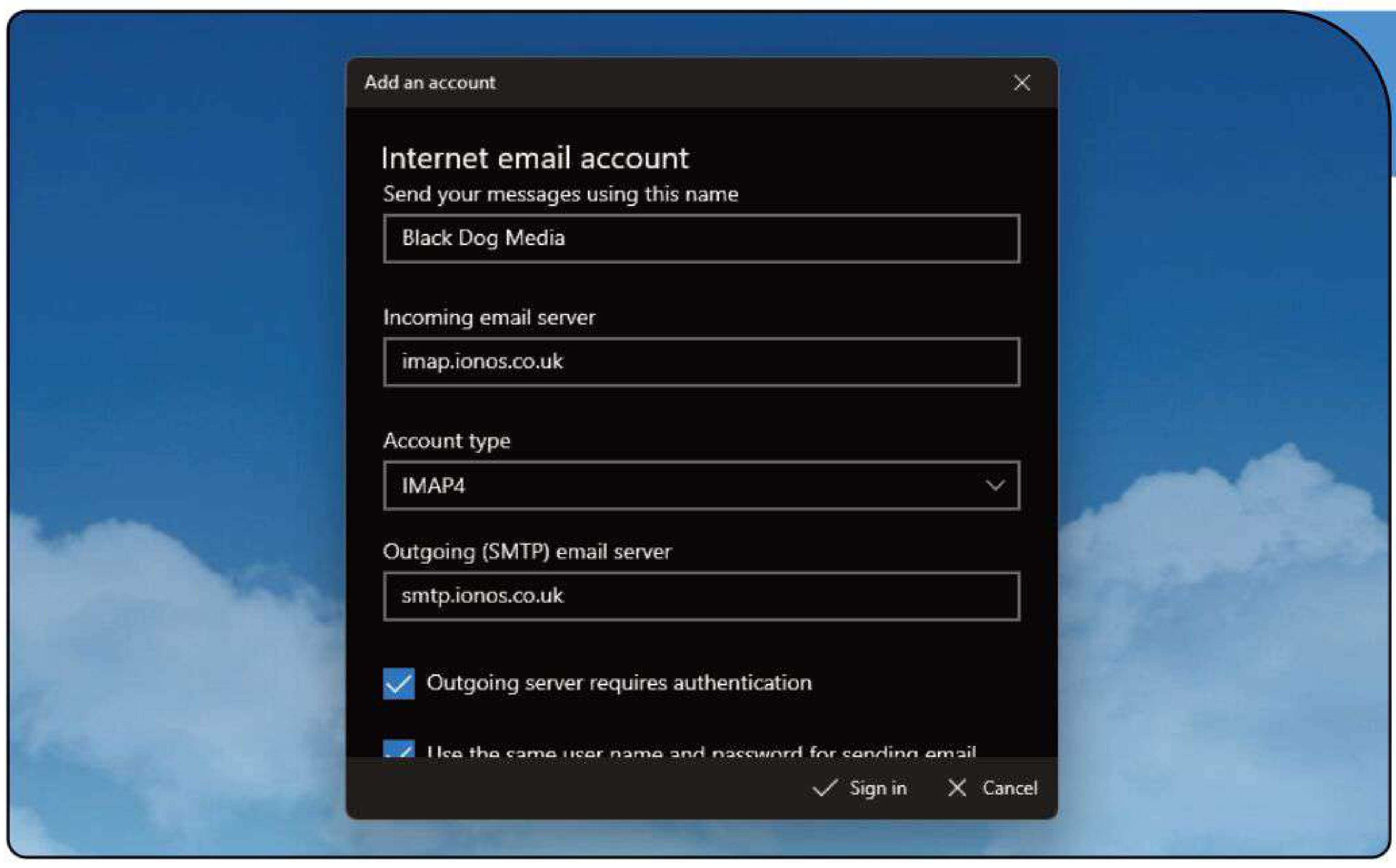
Choose the kind of account you want to setup. If you're not sure, check with your service provider.

Exchange ActiveSync
Includes Exchange and other accounts that use Exchange ActiveSync.

Internet email
POP or IMAP accounts that let you view your email in a web browser.

Step 4

The app will try to look for the server settings needed to set this email account up. If it finds them, you should be finished. If not, you will need to add the settings manually. If this is the case, click "Cancel" and then select the "Advanced setup" option in the account list.



Add an account

Internet email account

Send your messages using this name: Black Dog Media

Incoming email server: imap.ionos.co.uk

Account type: IMAP4

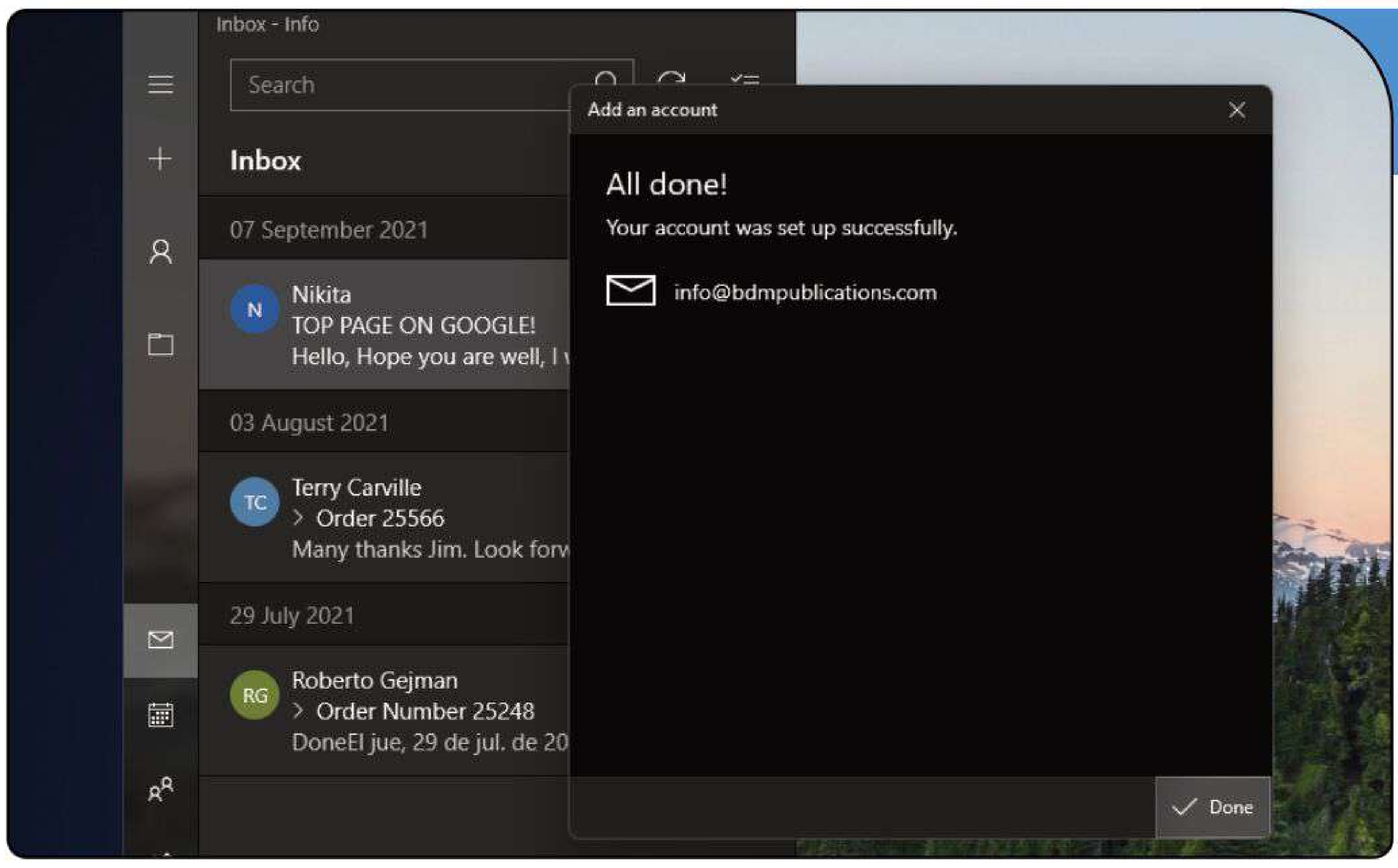
Outgoing (SMTP) email server: smtp.ionos.co.uk

☑ Outgoing server requires authentication

☑ Use the same user name and password for sending email

Step 5

Choose the relevant option (in our case, this is "Internet email"), and enter all of the required information; including the incoming/outgoing mail server addresses. With all of the information added, click the Sign in button. If everything was entered correctly, that account is now set up.



Inbox - Info

Inbox

07 September 2021
Nikita
TOP PAGE ON GOOGLE!
Hello, Hope you are well, I v

03 August 2021
Terry Carville
> Order 25566
Many thanks Jim. Look forw

29 July 2021
Roberto Gejman
> Order Number 25248
DoneEl jue, 29 de jul. de 20

Add an account

All done!

Your account was set up successfully.

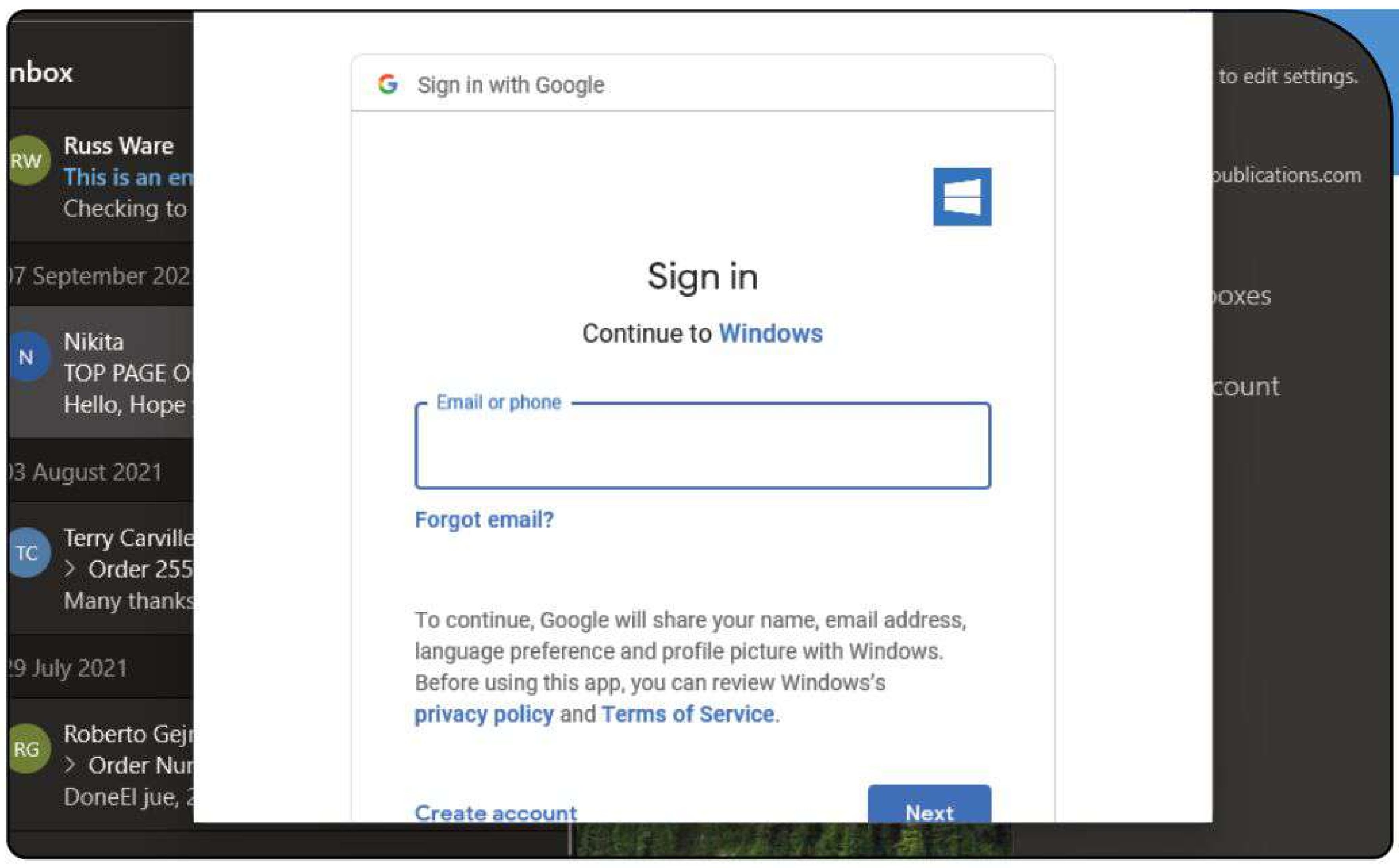
info@bdmpublications.com

Step 6

To add an additional account after setting up the first one, simply click the settings button in the bottom-left corner of the Mail app window, select Manage Accounts, and then +Add account. Select the account type and repeat the steps above to add the second, third or fourth account to Mail.

Step 7

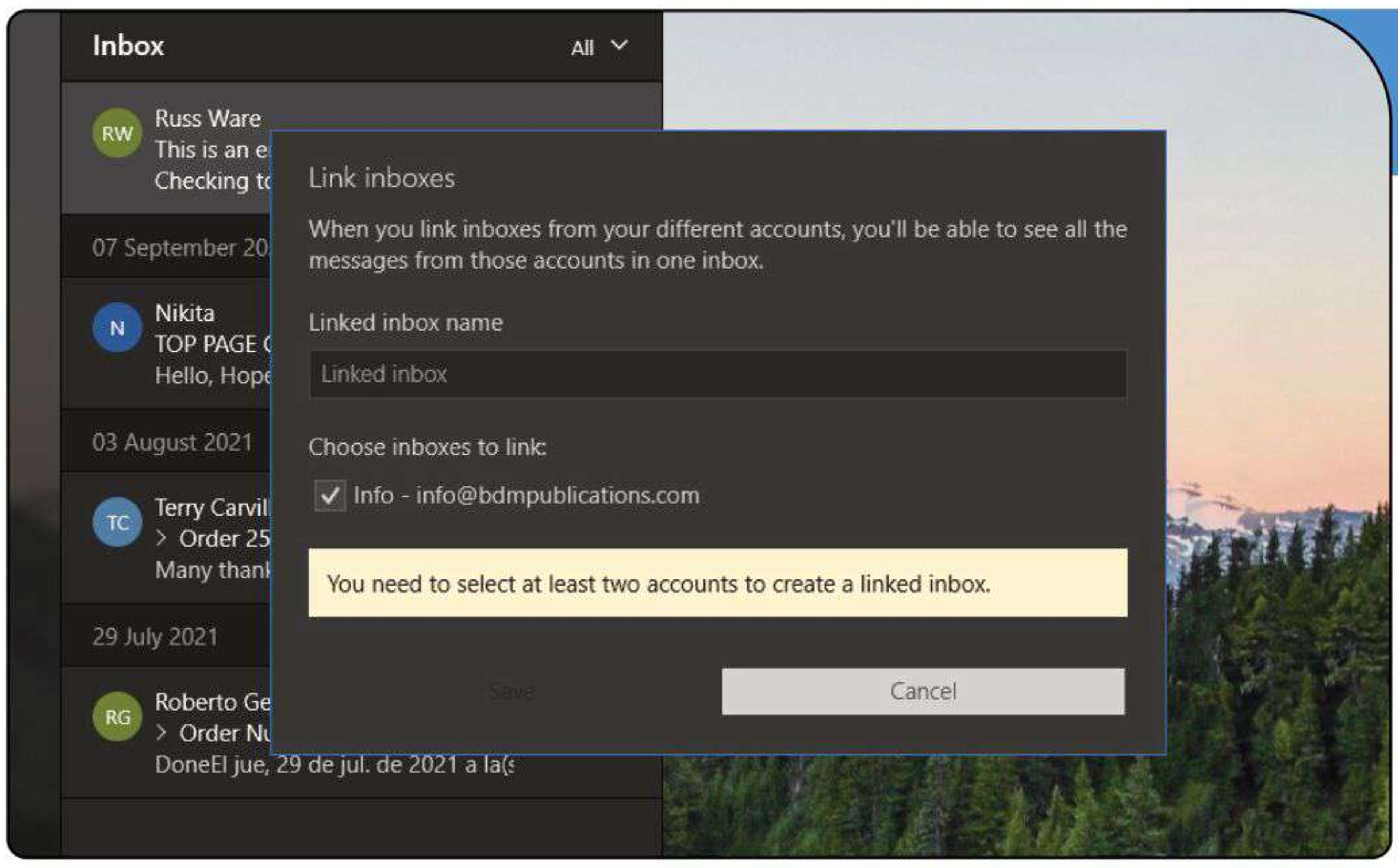
If you're adding a Google account, click the option in the account setup list and you'll get the familiar pop-up appearing inviting you to enter your username and password. If you have Google's two-step authentication enabled, you'll get a text message to confirm your identity before you can continue.


Sign in with Google
Sign in
Continue to Windows
Email or phone
Forgot email?
Create account
Next

To continue, Google will share your name, email address, language preference and profile picture with Windows. Before using this app, you can review Windows's privacy policy and Terms of Service.

Step 8

Having more than one email account set up in Mail can be slightly confusing. To help with this, the app allows you to Link Inboxes. This puts all of the emails from your linked accounts into one inbox. To do this, click Settings > Manage accounts > Link inboxes. Select the accounts you want to link.


Inbox
All
Link inboxes
Save
Cancel

When you link inboxes from your different accounts, you'll be able to see all the messages from those accounts in one inbox.

Linked inbox name: Linked inbox

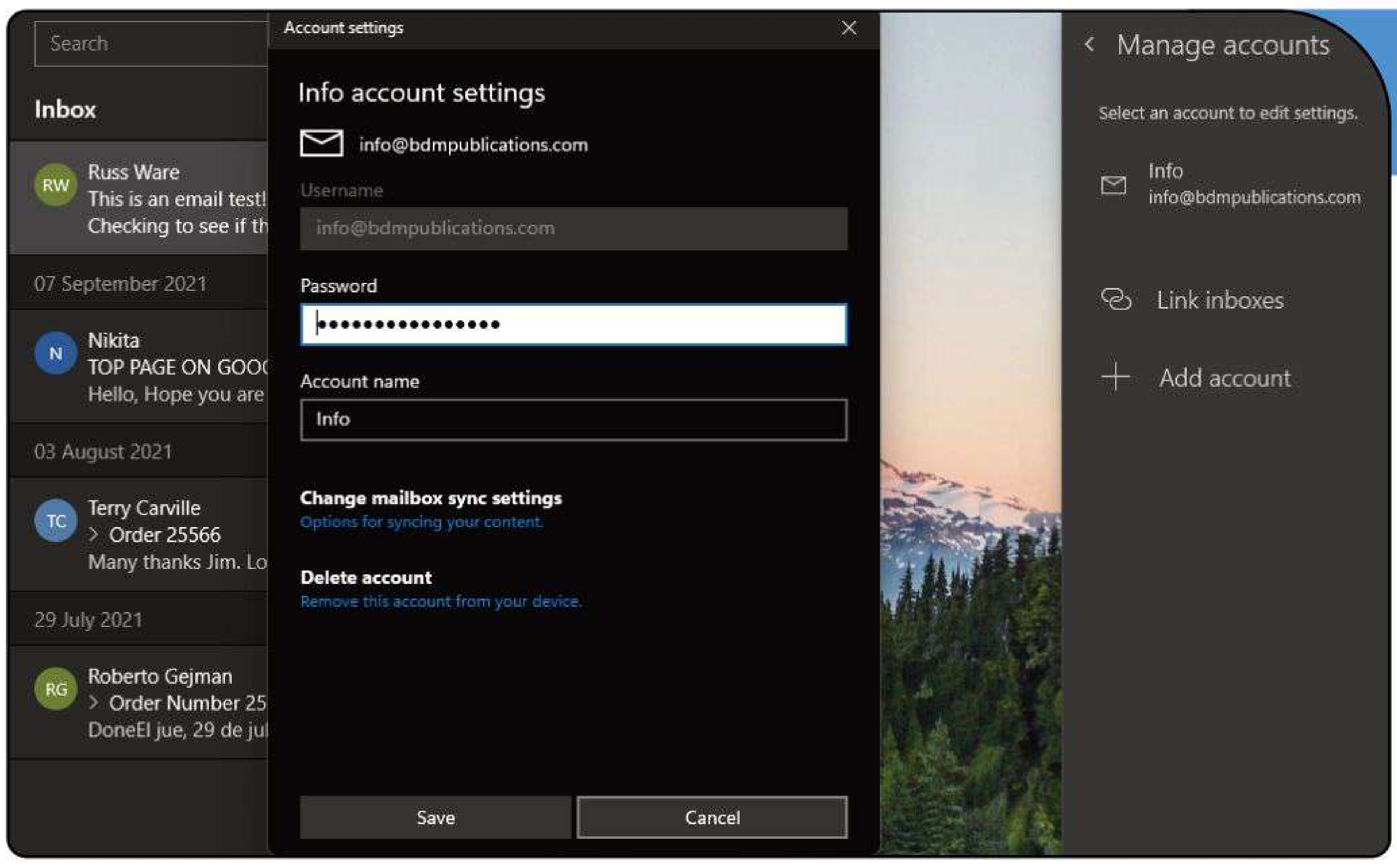
Choose inboxes to link:

☑ Info - info@bdmpublications.com

You need to select at least two accounts to create a linked inbox.

Step 9

To manage or delete any of the email accounts you have set up, click Settings > Manage Accounts and then click on the account you want to manage from the list of accounts. You can then change the password, account name, mailbox sync settings, or delete the account from the Mail app.


Search
Inbox
Account settings
Info account settings
Change mailbox sync settings
Delete account
Save
Cancel
Manage accounts
Link inboxes
Add account

info@bdmpublications.com

Username: info@bdmpublications.com

Password: ••••••••••••••••

Account name: Info

Options for syncing your content.

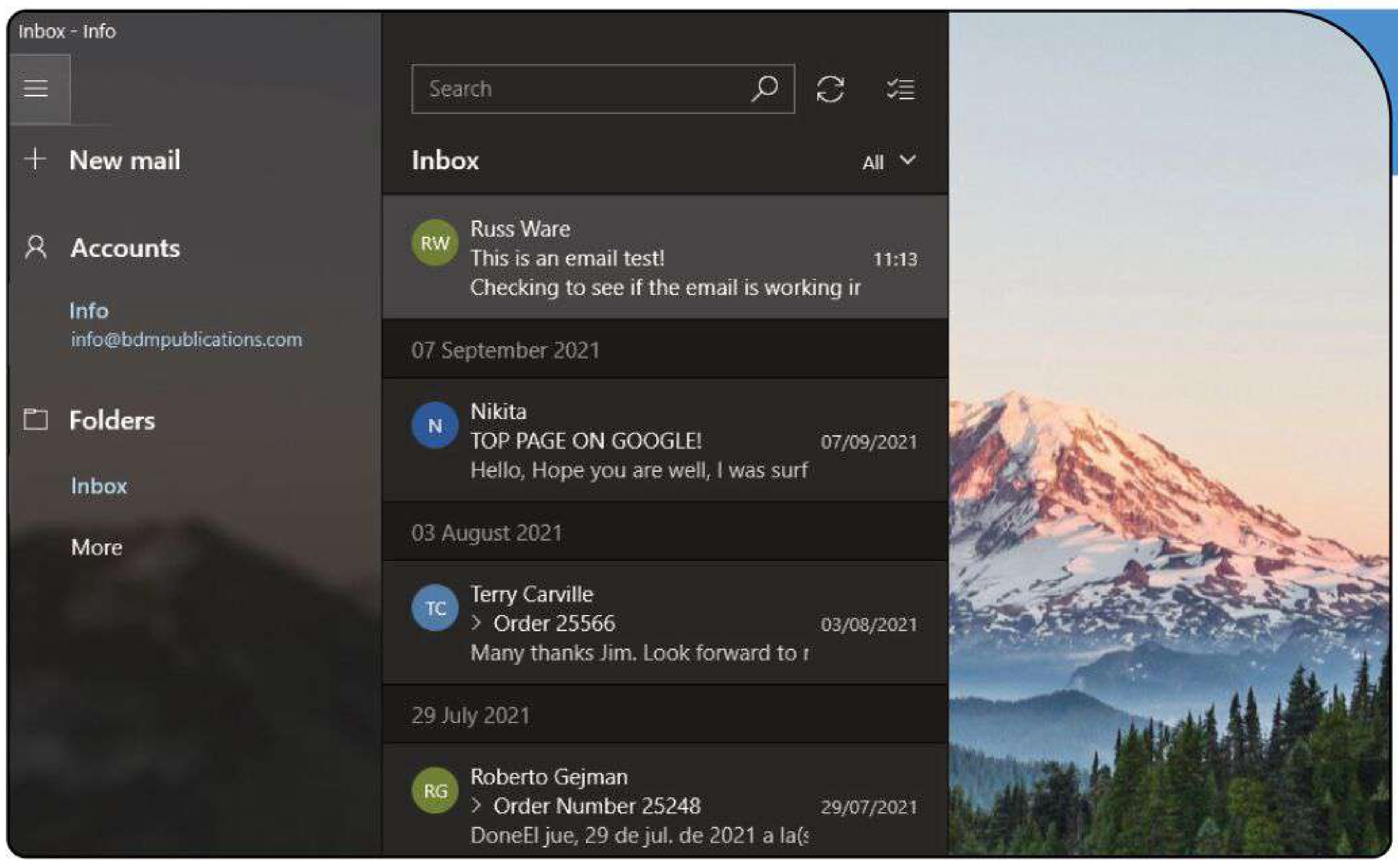
Remove this account from your device.

Select an account to edit settings.

Info
info@bdmpublications.com

Step 10

Your accounts are shown in the left sidebar of the mail app. Select them here to view the different folders for each account (inbox, sent mail, etc.), if you have not linked the inboxes. If you don't see the left sidebar, click the Expand button at the top-left of the Mail app window.


Inbox - Info
New mail
Accounts
Info
info@bdmpublications.com
Folders
Inbox
More
Search
Inbox
All

Russ Ware
This is an email test! 11:13
Checking to see if the email is working ir

07 September 2021

Nikita
TOP PAGE ON GOOGLE! 07/09/2021
Hello, Hope you are well, I was surf

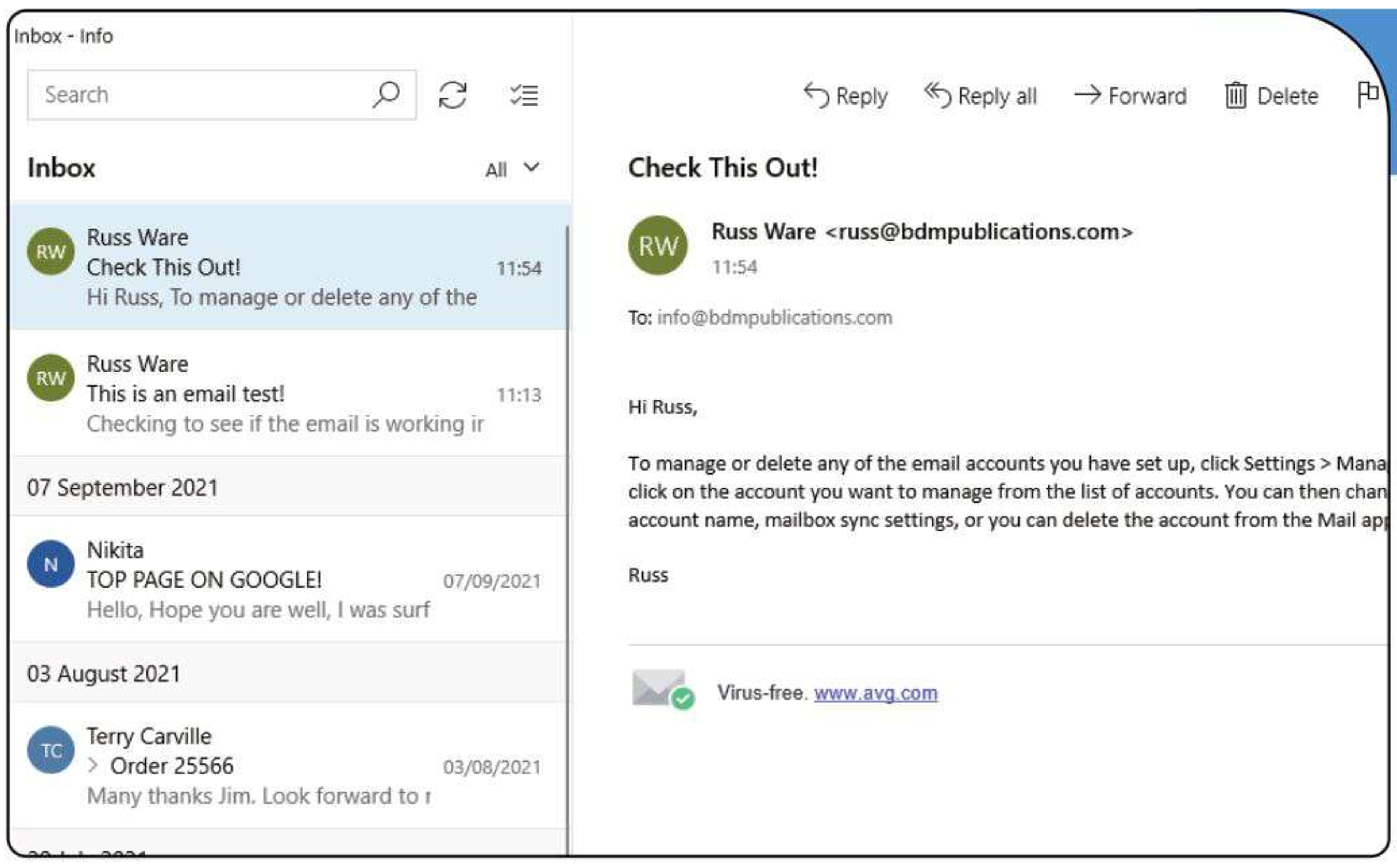
03 August 2021

Terry Carville
Order 25566 03/08/2021
Many thanks Jim. Look forward to r

29 July 2021

Roberto Gejman
Order Number 25248 29/07/2021
DoneEl jue, 29 de jul. de 2021 a la(s

Using the Mail App



Russ Ware
Check This Out! 11:54
Hi Russ, To manage or delete any of the

Russ Ware
This is an email test! 11:13
Checking to see if the email is working ir

07 September 2021

Nikita
TOP PAGE ON GOOGLE! 07/09/2021
Hello, Hope you are well, I was surf

03 August 2021

Terry Carville
Order 25566 03/08/2021
Many thanks Jim. Look forward to r

Check This Out!

Russ Ware <russ@bdmpublications.com>
11:54

To: info@bdmpublications.com

Hi Russ,

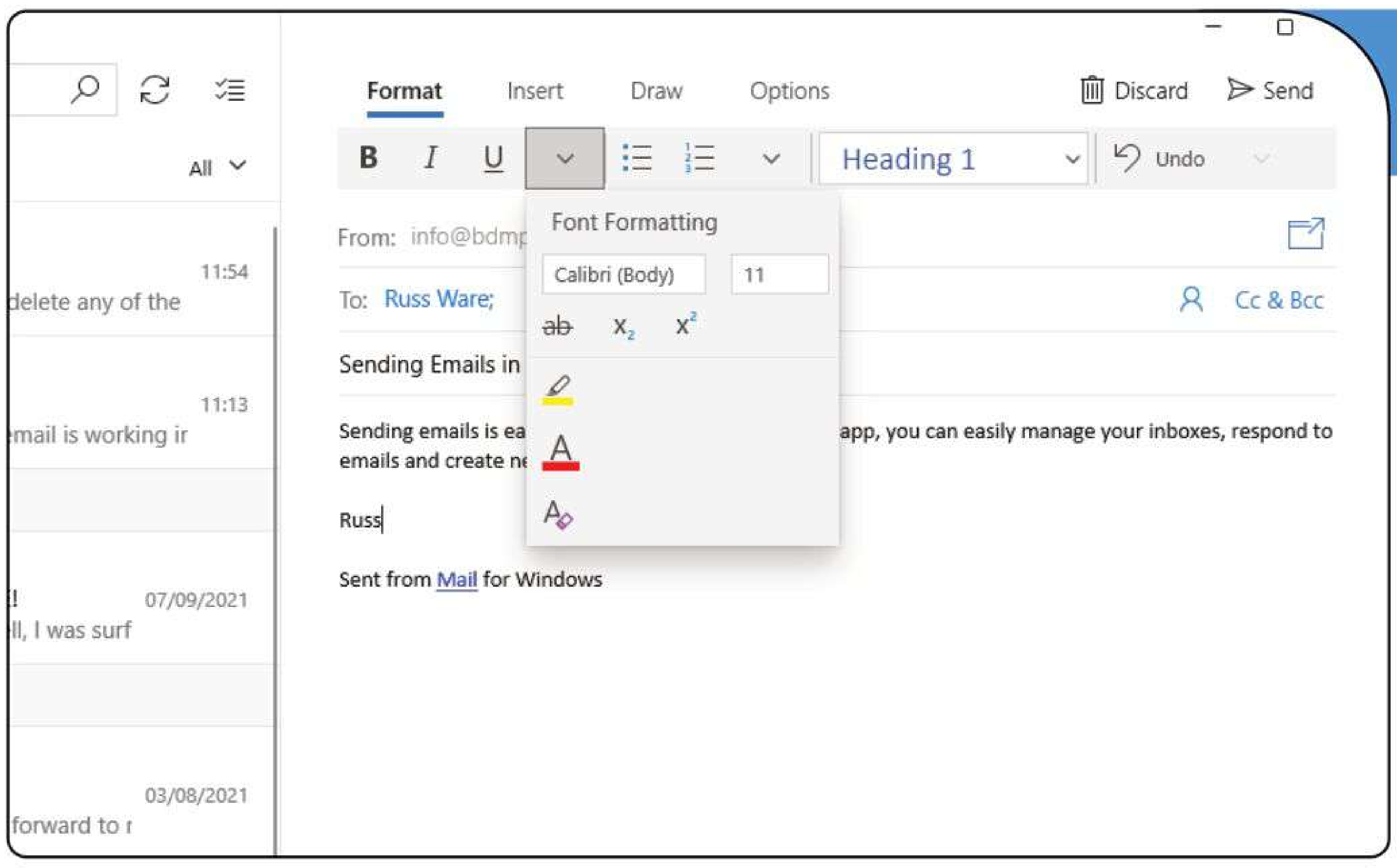
To manage or delete any of the email accounts you have set up, click Settings > Mana
click on the account you want to manage from the list of accounts. You can then chan
account name, mailbox sync settings, or you can delete the account from the Mail ap

Russ

Virus-free. www.avg.com

Reading Emails

Emails will appear automatically in your inbox as and when they arrive. New emails will be displayed with a highlight in the list. Click any email in the inbox list to open it in the main panel on the right. You can search for emails using the Mail Search field at the top of the inbox panel.



From: info@bdmp

To: Russ Ware;

Sending Emails in

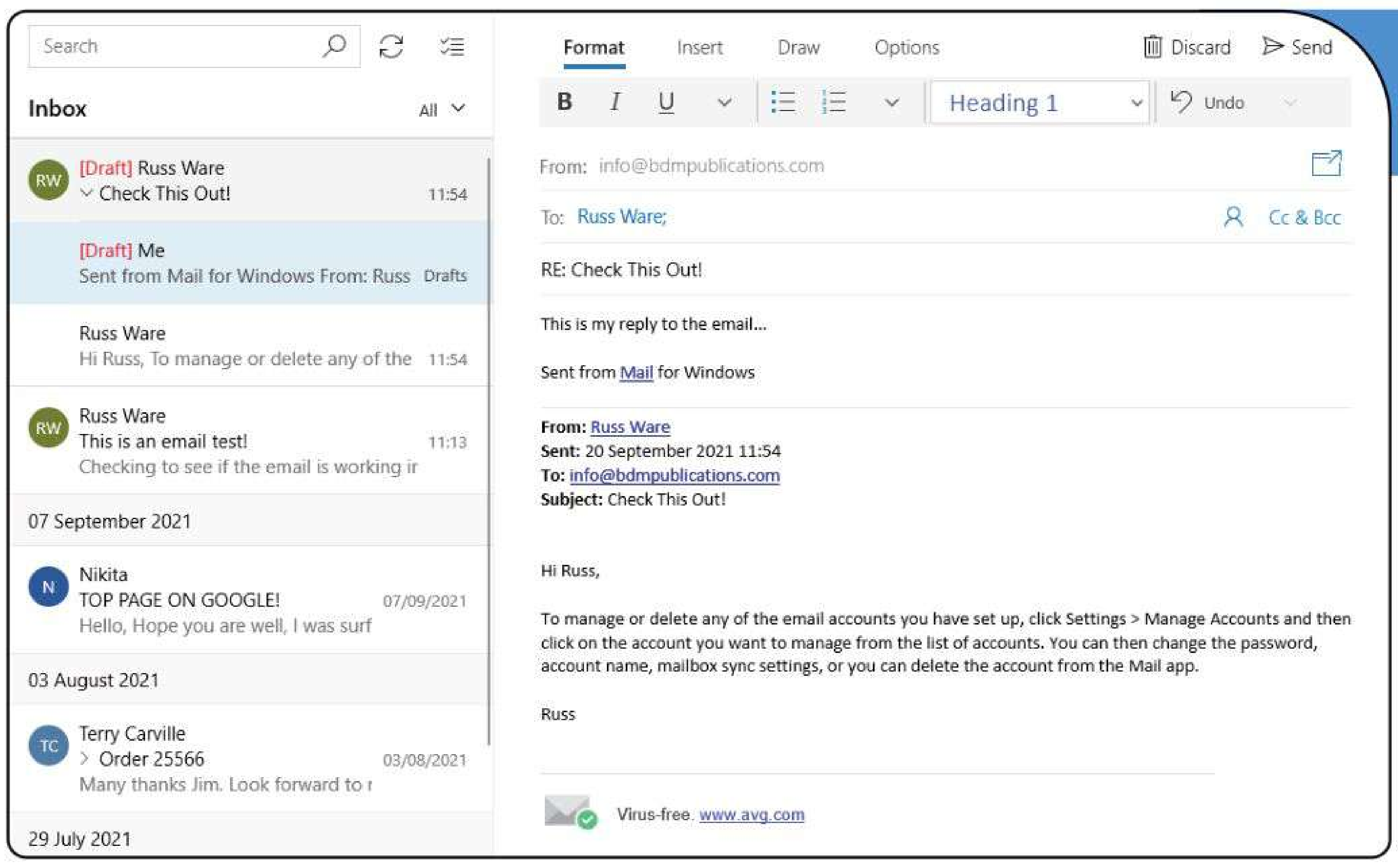
Sending emails is ea … app, you can easily manage your inboxes, respond to
emails and create ne

Russ

Sent from Mail for Windows

Writing Emails

Click the New mail button in the Mail app menu (the + button if the menu is collapsed). The blank email will appear in the main panel. Enter the recipient's address, subject and then write your email text. Basic text formatting options are available at the top of the email. Click "Send" when finished.



[Draft] Russ Ware
Check This Out! 11:54

[Draft] Me
Sent from Mail for Windows From: Russ Drafts

Russ Ware
Hi Russ, To manage or delete any of the 11:54

Russ Ware
This is an email test! 11:13
Checking to see if the email is working ir

07 September 2021

Nikita
TOP PAGE ON GOOGLE! 07/09/2021
Hello, Hope you are well, I was surf

03 August 2021

Terry Carville
Order 25566 03/08/2021
Many thanks Jim. Look forward to r

29 July 2021

From: info@bdmpublications.com

To: Russ Ware;

RE: Check This Out!

This is my reply to the email...

Sent from Mail for Windows

From: Russ Ware
Sent: 20 September 2021 11:54
To: info@bdmpublications.com
Subject: Check This Out!

Hi Russ,

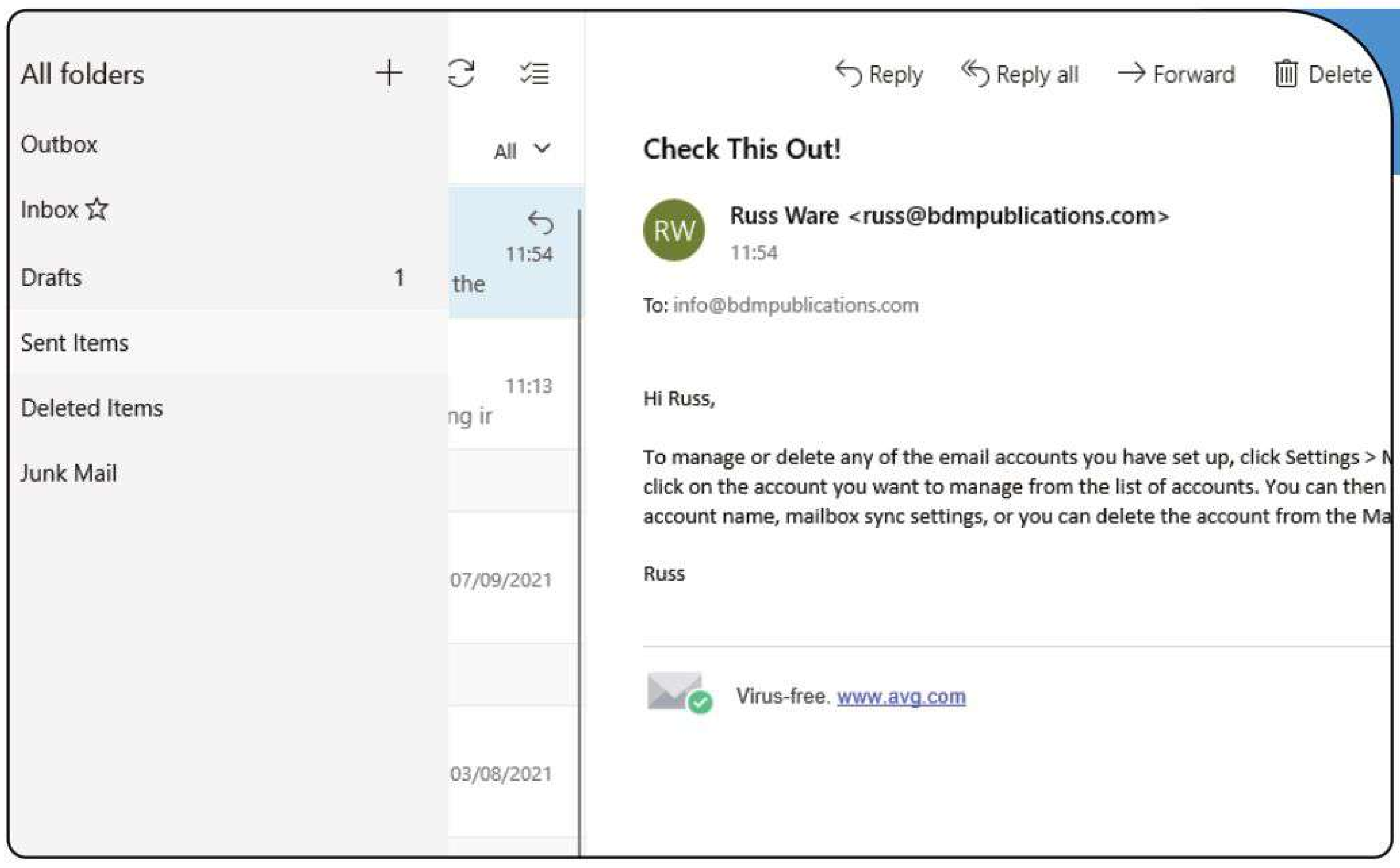
To manage or delete any of the email accounts you have set up, click Settings > Manage Accounts and then click on the account you want to manage from the list of accounts. You can then change the password, account name, mailbox sync settings, or you can delete the account from the Mail app.

Russ

Virus-free. www.avg.com

Responding

When viewing any email in the Mail app, you will see a number of options at the top of the main panel. These include Reply, Reply All and Forward, etc., (all of the normal email options). Click reply and you can start typing your reply, with the original email text included below your reply.



Check This Out!

Russ Ware <russ@bdmpublications.com>
11:54

To: info@bdmpublications.com

Hi Russ,

To manage or delete any of the email accounts you have set up, click Settings > M
click on the account you want to manage from the list of accounts. You can then
account name, mailbox sync settings, or you can delete the account from the Ma

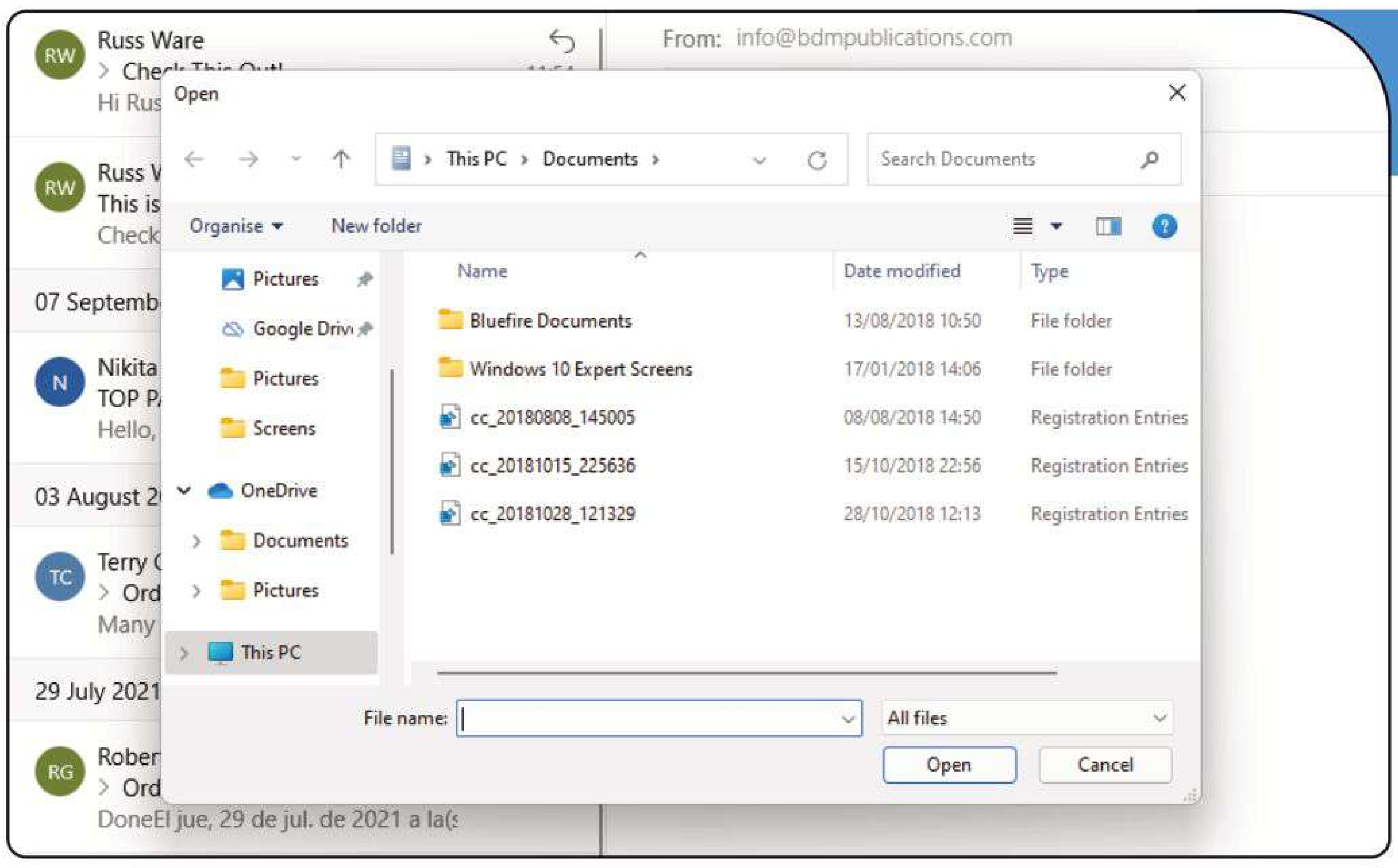
Russ

Virus-free. www.avg.com

Mail Folders

Open the Mail app menu on the left and you will see the Folders section. The inbox is listed here as well, but to see more folders, click "More". Here you can find the Outbox, Drafts, Sent items, Deleted items and Junk Mail folders. Click on any of them to see the emails in those folders.

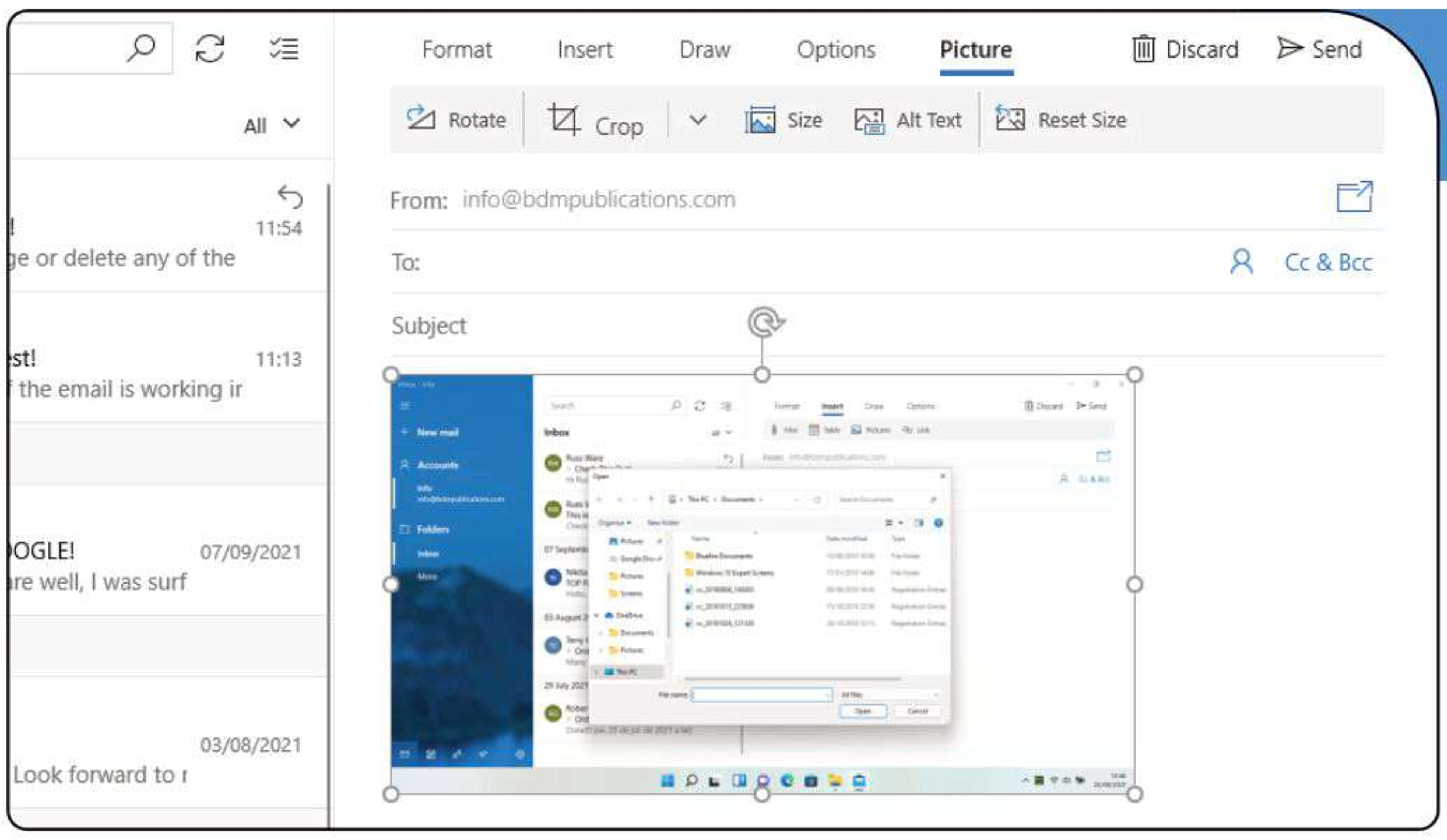
Attachments


Open
This PC › Documents ›
Search Documents
Organise
New folder
Pictures
Google Drive
Screens
OneDrive
Documents
This PC
File name:
All files
Open
Cancel
From: info@bdmpublications.com

Name	Date modified	Type
Bluefire Documents	13/08/2018 10:50	File folder
Windows 10 Expert Screens	17/01/2018 14:06	File folder
cc_20180808_145005	08/08/2018 14:50	Registration Entries
cc_20181015_225636	15/10/2018 22:56	Registration Entries
cc_20181028_121329	28/10/2018 12:13	Registration Entries

Adding file attachments to emails in the Mail app is easy. Write your email, and then click the Insert tab at the top. Here you can find the option for attaching files. Click the link and browse to the file you want to attach. Click "Open" and a thumbnail of the attachment will appear in the email.

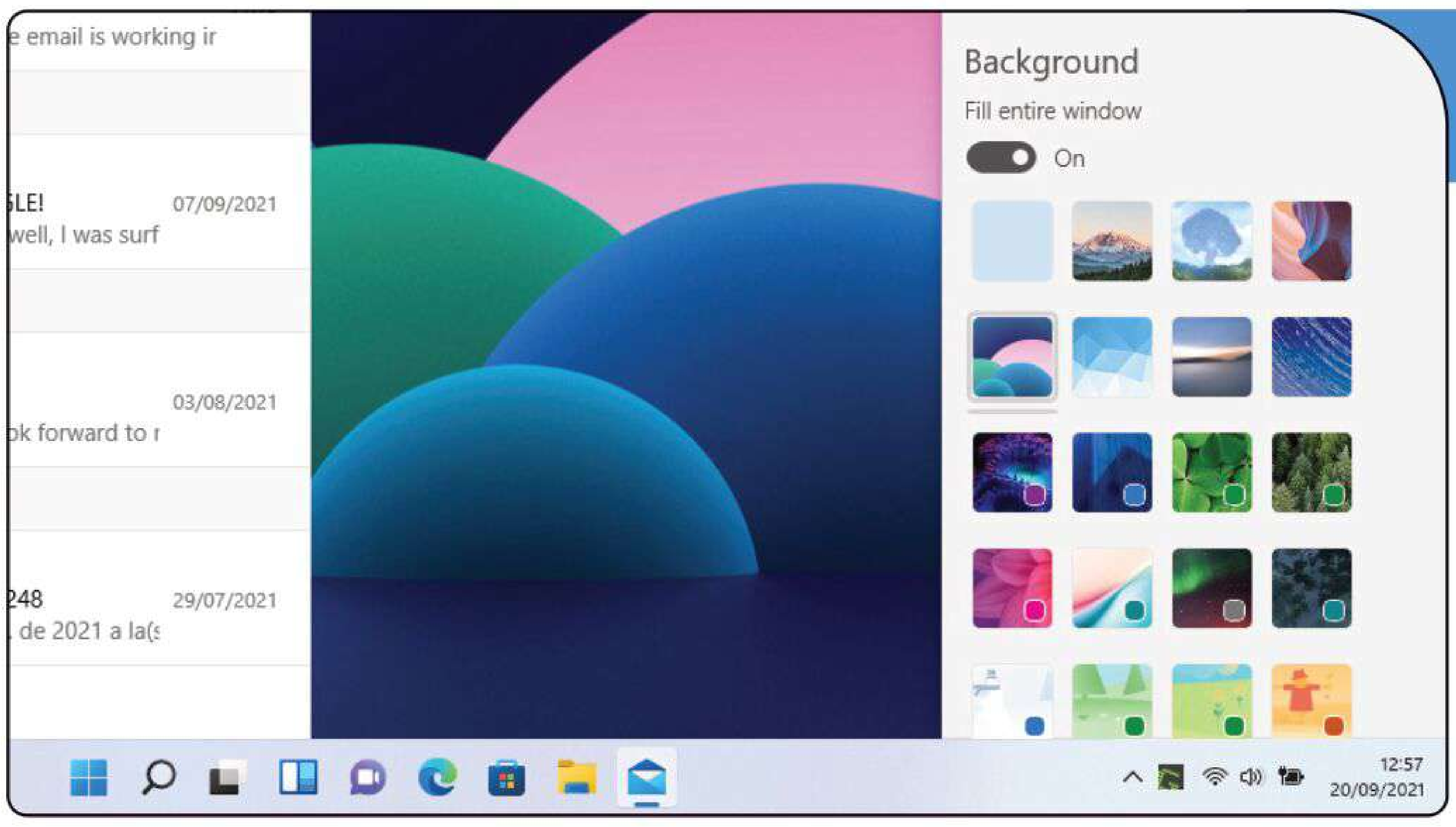
Inserting Images


Format
Insert
Draw
Options
Picture
Discard
Send
Rotate
Crop
Size
Alt Text
Reset Size
From: info@bdmpublications.com
To:
Cc & Bcc
Subject

As well as the button to include attachments, the Insert tab features a Picture button so you can insert an image into your email; as opposed to just sending it as an attached file. Once inserted, you can select it with your mouse and adjust its size (drag the corners as you can see here).

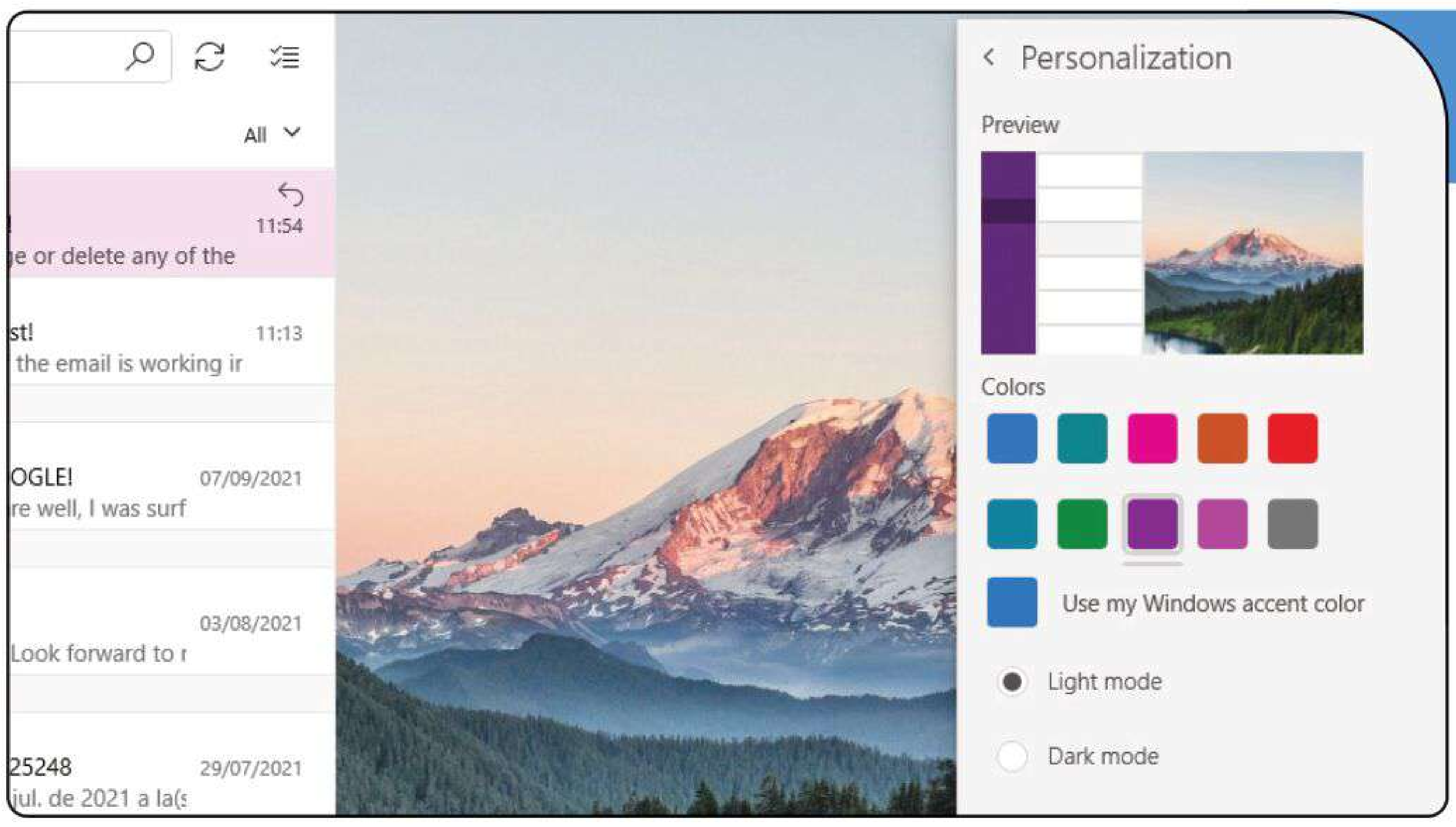
Customise the Mail App

Background


Background
Fill entire window
On
12:57
20/09/2021

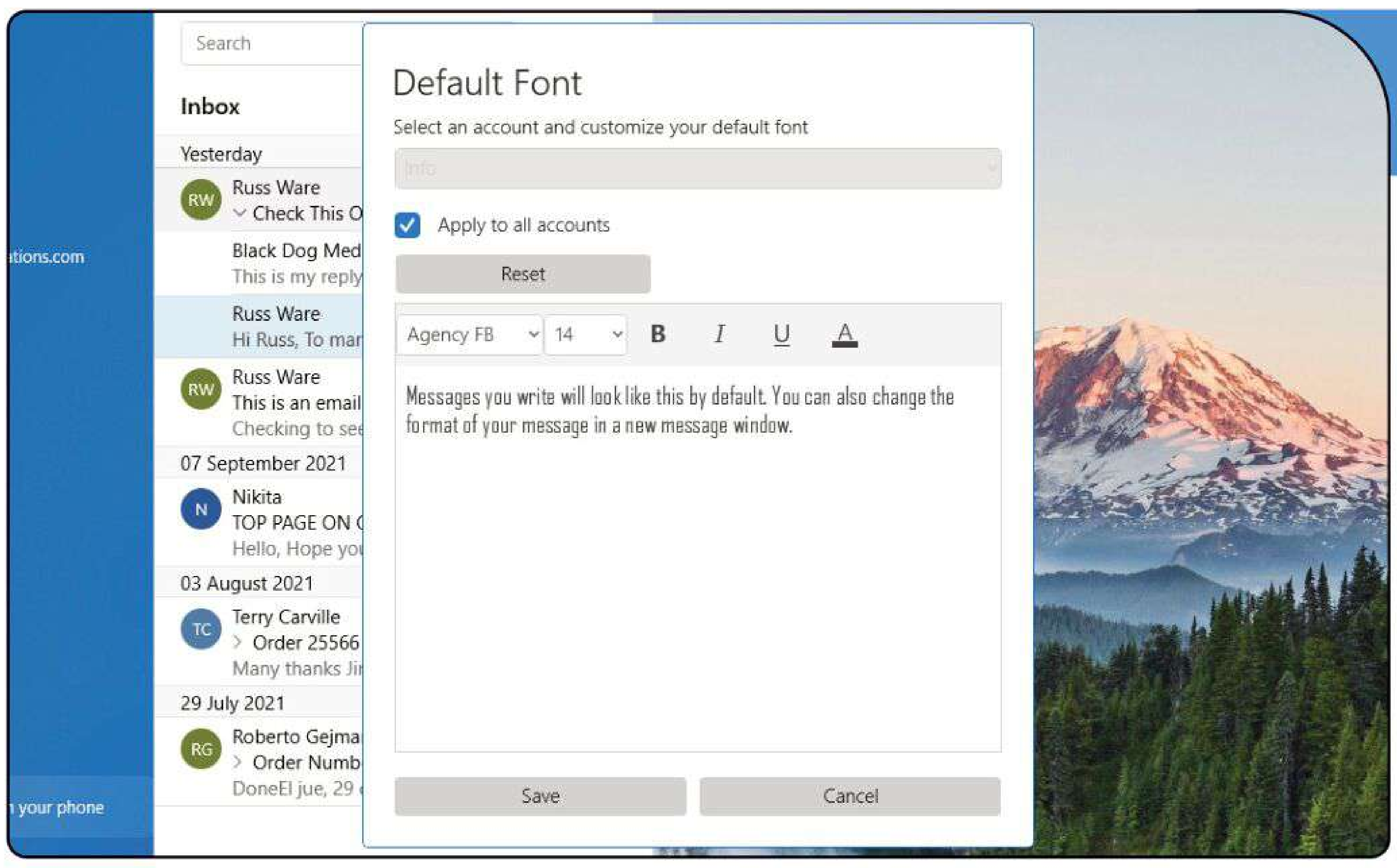
The background of the Mail app is set to an image by default. This is purely decorative, and can be changed. Open Settings > Personalisation in the Mail app, then scroll to the bottom to see the different backgrounds available. You can also add your own image by clicking the Browse button.

Mail App Colour


Personalization
Preview
Colors
Use my Windows accent color
Light mode
Dark mode

The colour tint on the Mail app menu (on the left) and the colour of the accents such as buttons and highlights, can also be changed in the Personalisation settings. Just click a colour block to change it. You can also change the theme of the app from light to dark here, or use the Windows theme setting.

Email Font


Search
Inbox
Yesterday
Russ Ware
Check This O
Black Dog Med
This is my reply
Russ Ware
Hi Russ, To mar
Russ Ware
This is an email
Checking to see
07 September 2021
Nikita
TOP PAGE ON C
Hello, Hope yo
03 August 2021
Terry Carville
Order 25566
Many thanks Ji
29 July 2021
Roberto Gejma
Order Numb
DoneEl jue, 29
ations.com
n your phone

Default Font

Select an account and customize your default font

☑ Apply to all accounts

Reset

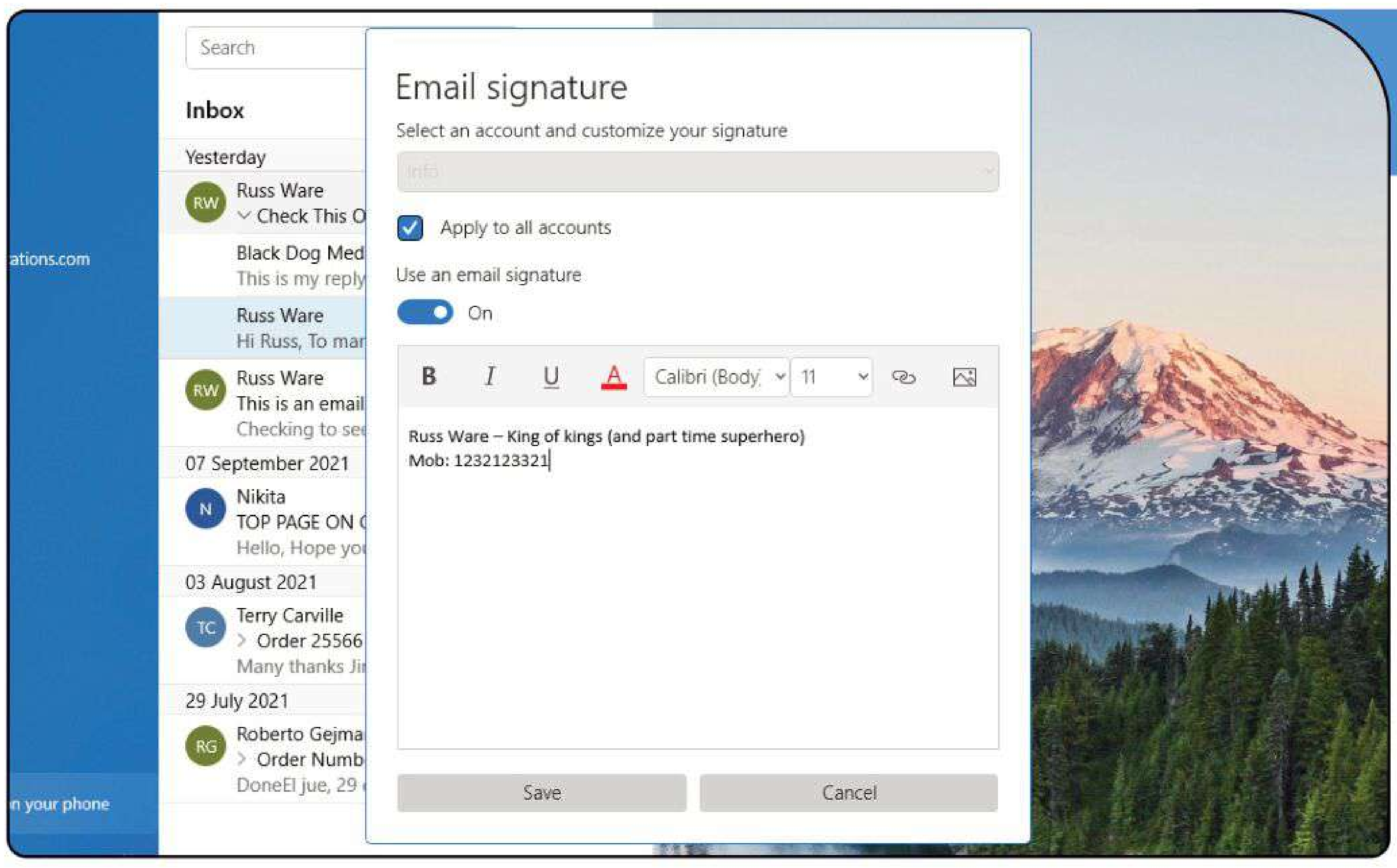
Agency FB 14 B I U A

Messages you write will look like this by default. You can also change the format of your message in a new message window.

Save Cancel

The default font for your emails (Calibri Body, unless you have changed the system fonts) can be changed for any and all of your email accounts. Open the Settings > Default font option, and either select an account or "Apply to all accounts", then choose your font, which is previewed in the pane.

Signature


Search
Inbox
Yesterday
Russ Ware
Check This O
Black Dog Med
This is my reply
Russ Ware
Hi Russ, To mar
Russ Ware
This is an email
Checking to see
07 September 2021
Nikita
TOP PAGE ON C
Hello, Hope yo
03 August 2021
Terry Carville
Order 25566
Many thanks Ji
29 July 2021
Roberto Gejma
Order Numb
DoneEl jue, 29
ations.com
n your phone

Email signature

Select an account and customize your signature

☑ Apply to all accounts

Use an email signature

On

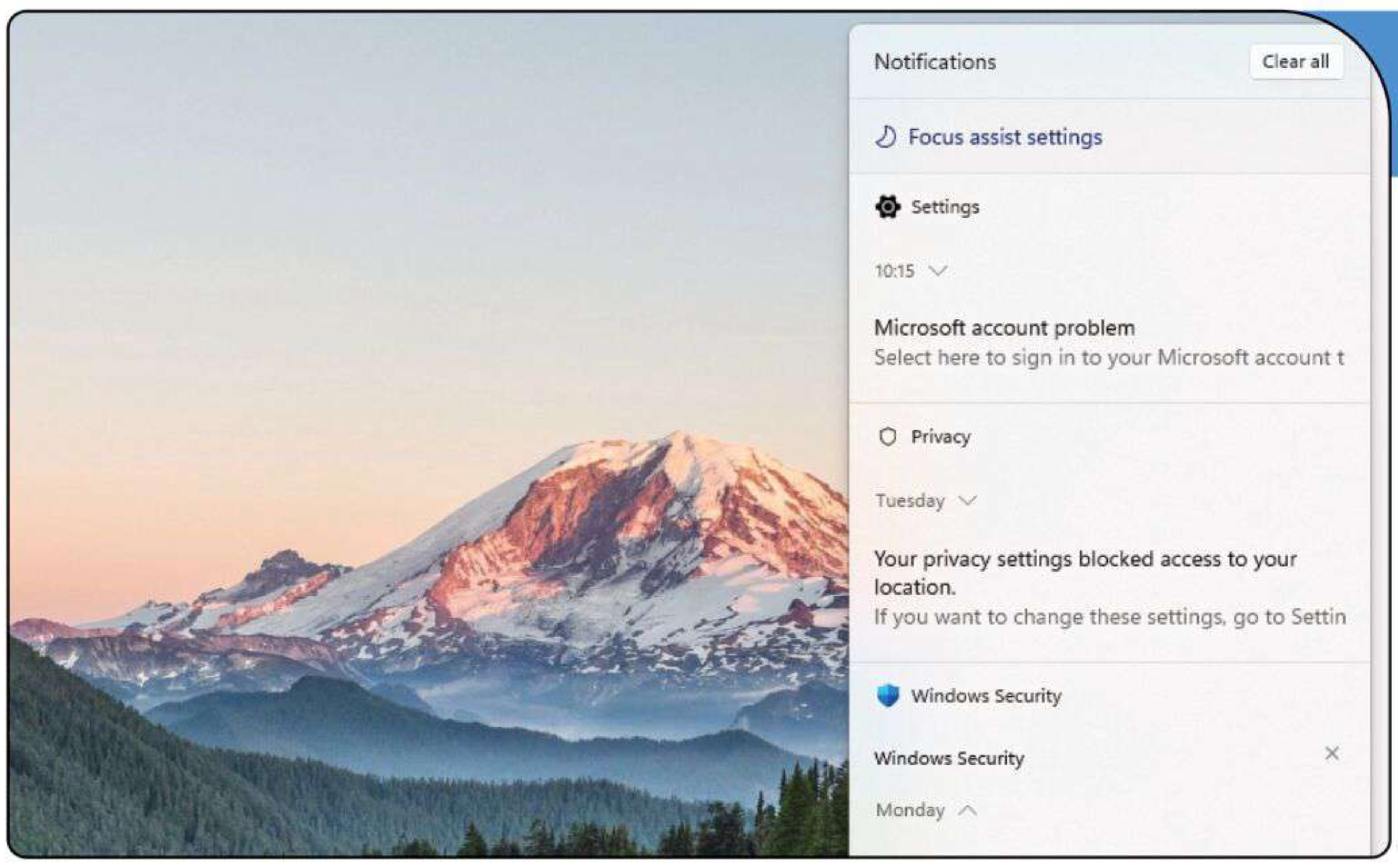
B I U A Calibri (Body 11

Russ Ware – King of kings (and part time superhero)
Mob: 1232123321

Save Cancel

The default signature for the Mail app is "Sent from Mail for Windows". The signature is automatically added to the end of your email message, but can be changed or turned off completely if not needed. Go to Settings > Signature, choose an account/all accounts and write your signature in the pane.

Notifications


Clear all
Focus assist settings

Notifications

Settings

10:15

Microsoft account problem
Select here to sign in to your Microsoft account t

Privacy

Tuesday

Your privacy settings blocked access to your location.
If you want to change these settings, go to Settin

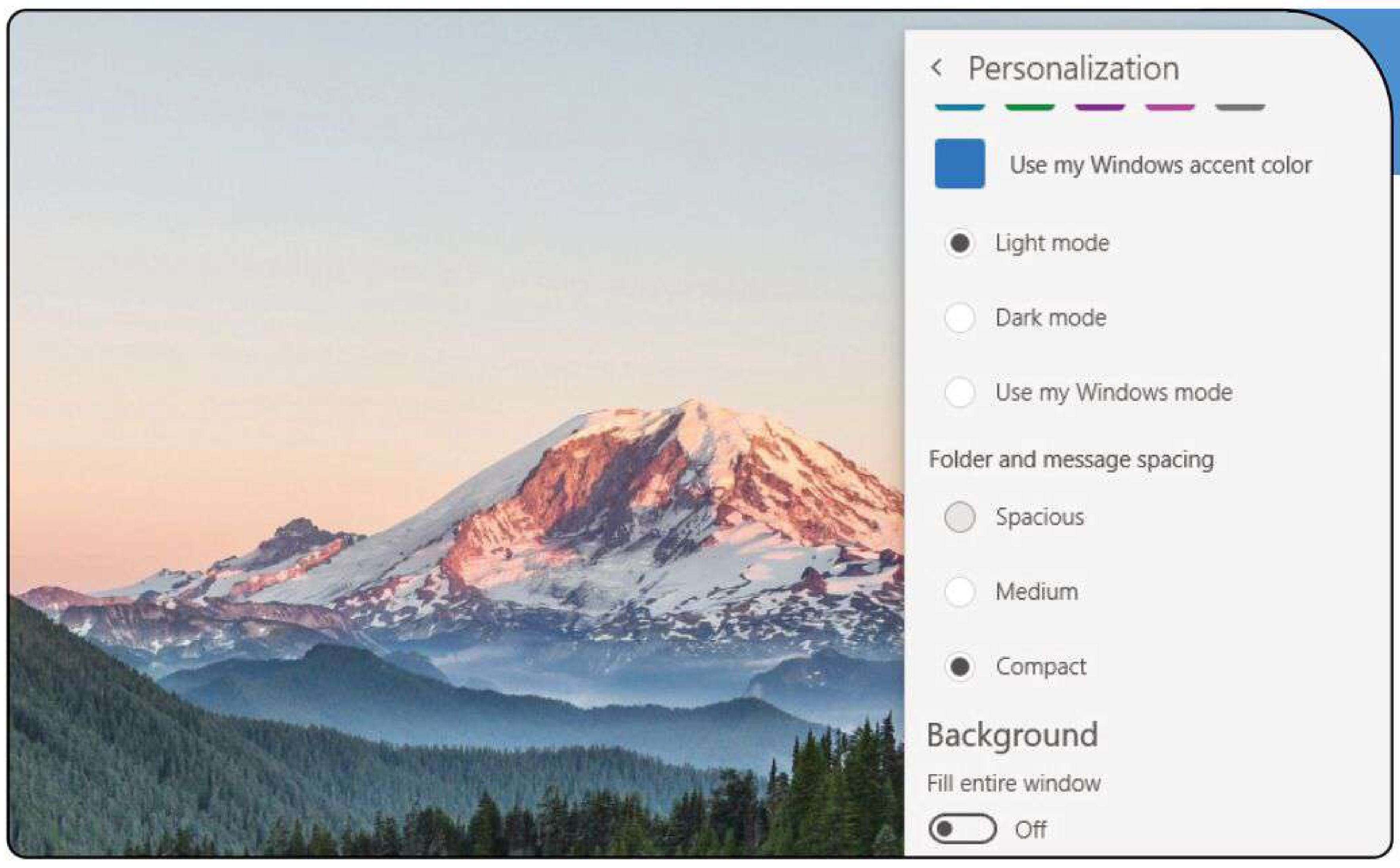
Windows Security

Windows Security

Monday

You can easily control how you are notified of new emails. Go to Settings > Notifications, and you can control whether notifications are shown in the Notification center (Action center), if a sound is played and if pinned folders have notifications. As with other settings, you can apply to one account or all.

Message Spacing



Personalization

Use my Windows accent color

● Light mode
○ Dark mode
○ Use my Windows mode

Folder and message spacing

○ Spacious
○ Medium
● Compact

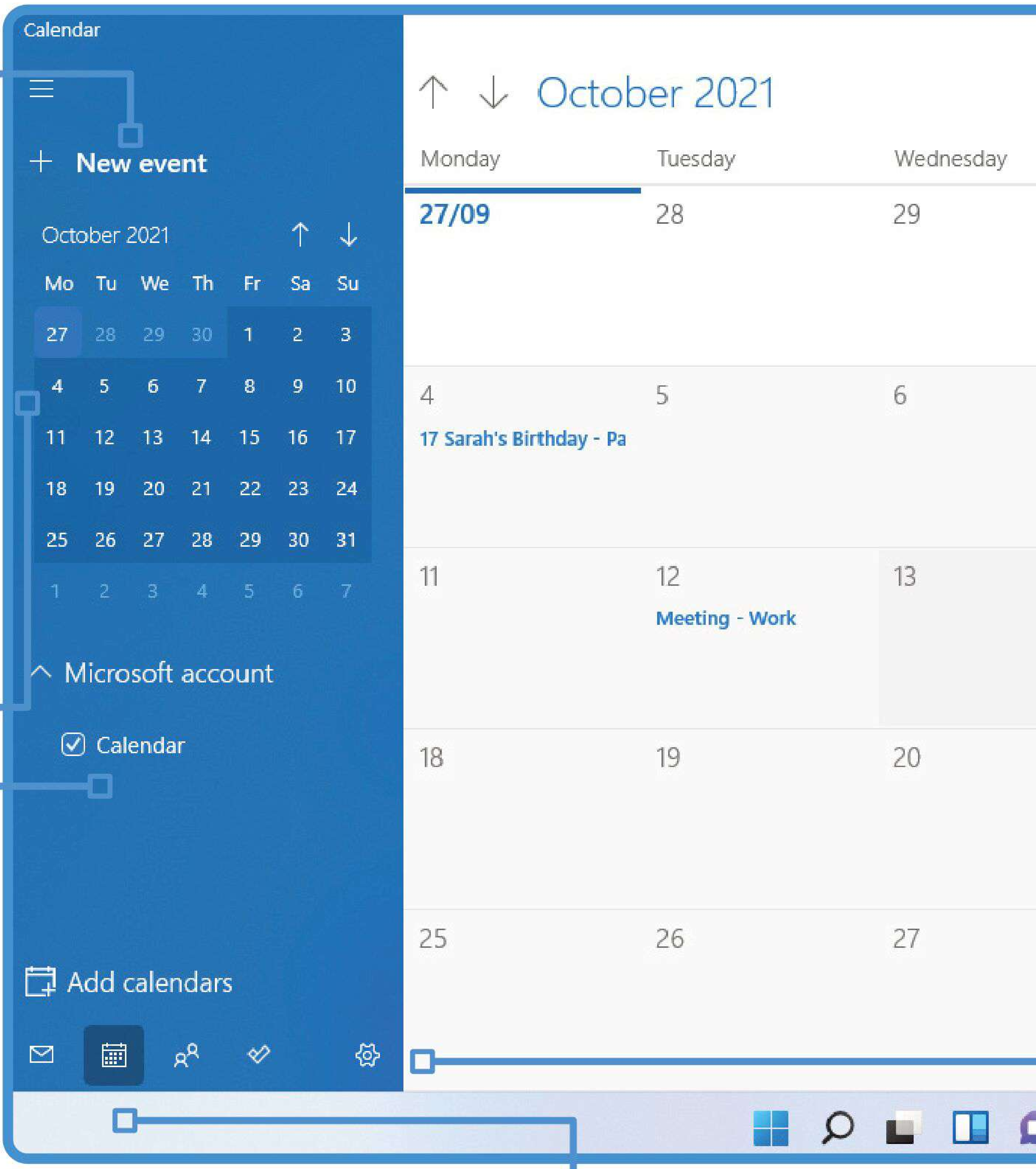
Background

Fill entire window

Off

Depending on the device you are using (tablet, touchscreen, large monitor, etc.), you might want to change the spacing between messages and the folders in the Mail app (e.g. to make touch easier). To do this, go to Settings > Personalisation, and choose from Spacious, Medium and Compact.

Inside the Calendar App



Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Monday	Tuesday	Wednesday
27/09	28	29
4 17 Sarah's Birthday - Pa	5	6
11	12 Meeting - Work	13
18	19	20
25	26	27

Add New Event

There are two main ways to add a new event to your calendar. You can either click on the date in the main window or, if the date you want is not in view, you can click the New Event button here. You can then add an event name, location, and a start and end date. Give the event a short description, especially if you plan to share it with a contact. You can do that by adding people using the pane on the right of the Add Event screen.

Monthly View

No matter which view you choose for the main Calendar pane - day, week, etc. - the month preview always shows a full month. You can use the arrows above the mini calendar to skip to different months and clicking on a date brings that date into view on the main Calendar pane. The current day is highlighted in the Month Preview.

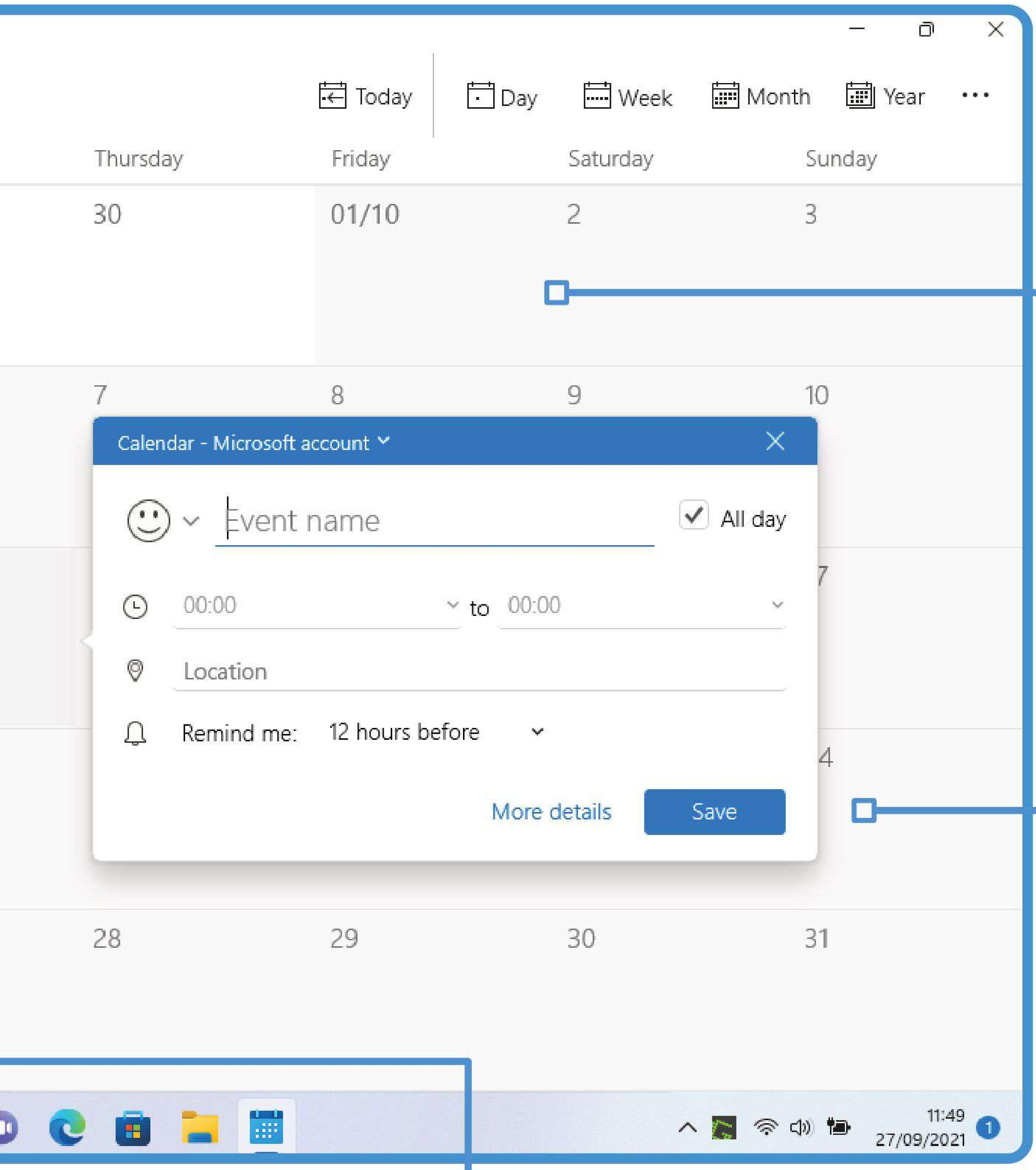
Linked Calendars

Your calendar can be linked to your email account, which is shown here. If you are using Gmail for your email account, and have any calendars set up in Google Calendar, these are also shown here. You can use the checkboxes to select and deselect calendars from showing in the main pane; each is colour coded, so you know from which custom calendar an event comes.

Switch Tabs

The Mail and Calendar apps are closely linked, and you can quickly switch between the two using the buttons here. Receive an email with an appointment in it, and you can quickly add it to your calendar using the tools in the Mail app. You can also quickly switch to the People app and the ToDo app using the tabs/buttons here.

The Windows 11 Calendar app is a fully integrated planning tool that can be linked up to your email accounts and easily synced to your other Windows devices. You can add new events manually, or you can simply use it to view national and public holidays.


Today
Day
Week
Month
Year
Thursday
Friday
Saturday
Sunday
30
01/10
2
3
7
8
9
10
7
4
28
29
30
31
Calendar - Microsoft account
Event name
All day
Location
More details
Save
11:49
27/09/2021

☑ All day

00:00 to 00:00

Remind me: 12 hours before

Calendar Pane

The main Calendar pane, however you choose to view it with the View buttons, contains several different bits of useful information. Public and national holidays are automatically added, based on location. The current day is accentuated in your chosen highlight colour. Weather and temperature information is shown for the current day, along with a few days after. Clicking the weather symbol opens the Weather app.

Add Event

Click on any day in the main pane, or any hourly slot in day view, and a mini Add Event pane opens. You can use this to add an event to your calendar quickly. The pane includes event name, time-slots and location; it also lets you choose into which custom calendar you want to add it. If you choose to add more details, click the More Details button, if not, click Done to add the event.

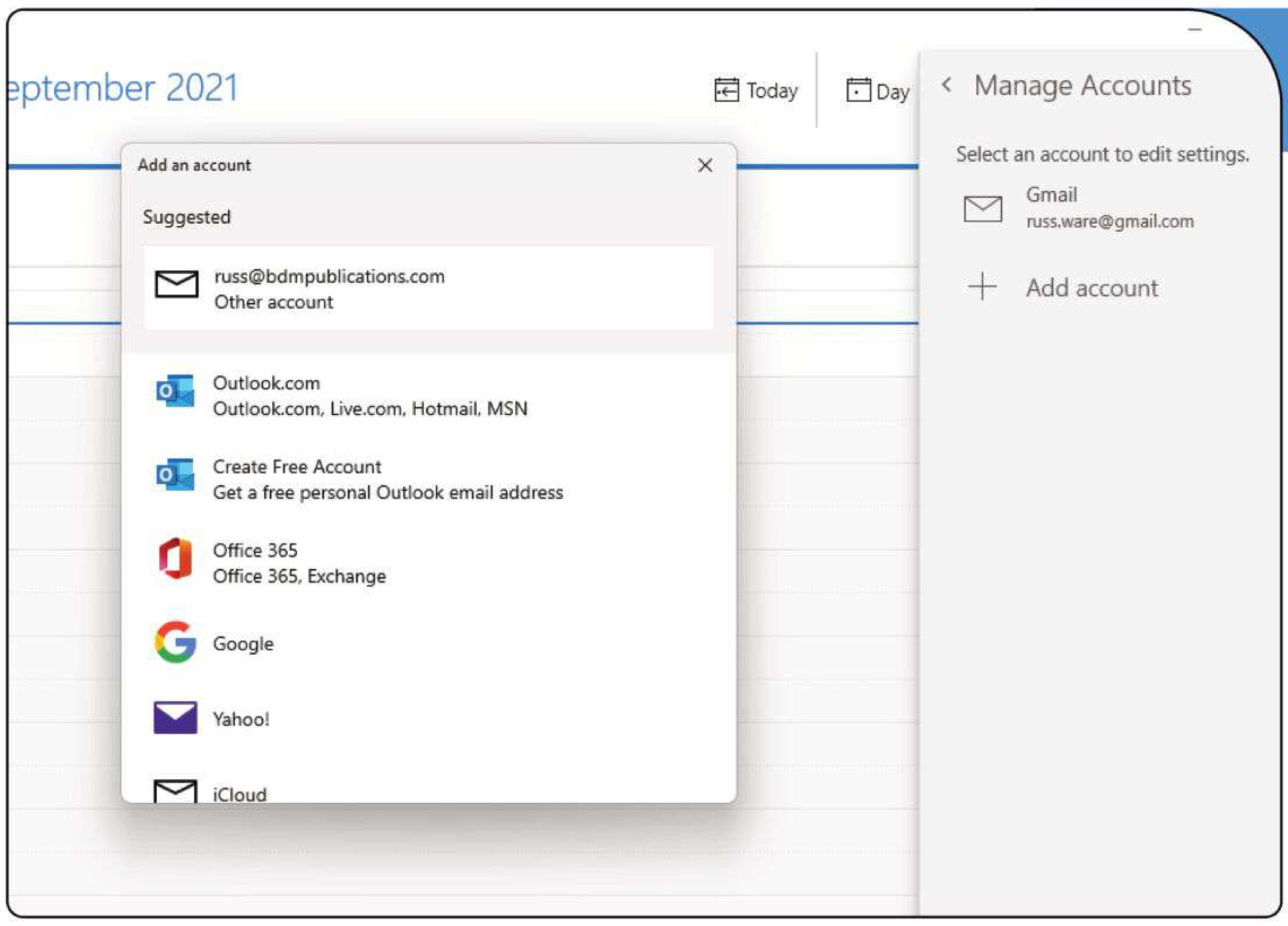
Calendar Settings

Alongside various customisation settings, such as the ability to choose light and dark themes and change the default highlight colour, are settings for adding new email accounts and changing the default view. You can also add public or national holidays manually, if they have not been correctly added automatically.

Managing Calendar

Digital calendars are no longer the preserve of business people scheduling appointments via email. With mobile phones now our new diaries, digital calendars are being used by increasing numbers of people to organise their busy lives. Welcome to Calendar.

Setting Up Calendars



eptember 2021

Today

Day

Manage Accounts

Select an account to edit settings.

Gmail
russ.ware@gmail.com

Add account

Add an account

Suggested

russ@bdmpublications.com
Other account

Outlook.com
Outlook.com, Live.com, Hotmail, MSN

Create Free Account
Get a free personal Outlook email address

Office 365
Office 365, Exchange

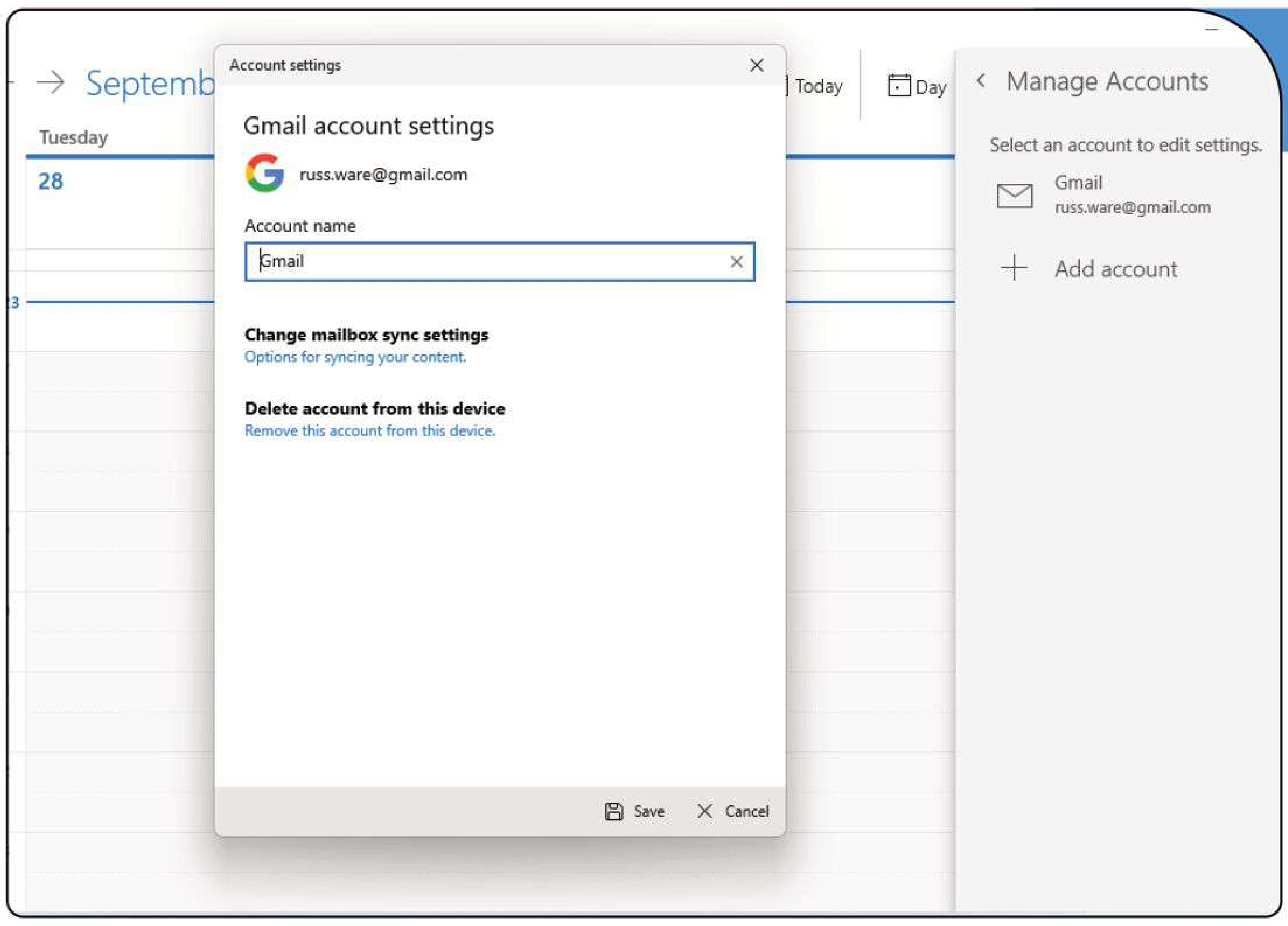
Google

Yahoo!

iCloud

Accounts

Like Windows 11's email app, Calendar also enables you to add multiple accounts; and from different providers too. So whether you use an Outlook calendar at work or have shared Google calendars, you can join them all together in the Calendar app. To Start click on Add Accounts.



Septemb

Tuesday

28

Today

Day

Manage Accounts

Select an account to edit settings.

Gmail
russ.ware@gmail.com

Add account

Account settings

Gmail account settings

russ.ware@gmail.com

Account name

Gmail

Change mailbox sync settings
Options for syncing your content.

Delete account from this device
Remove this account from this device.

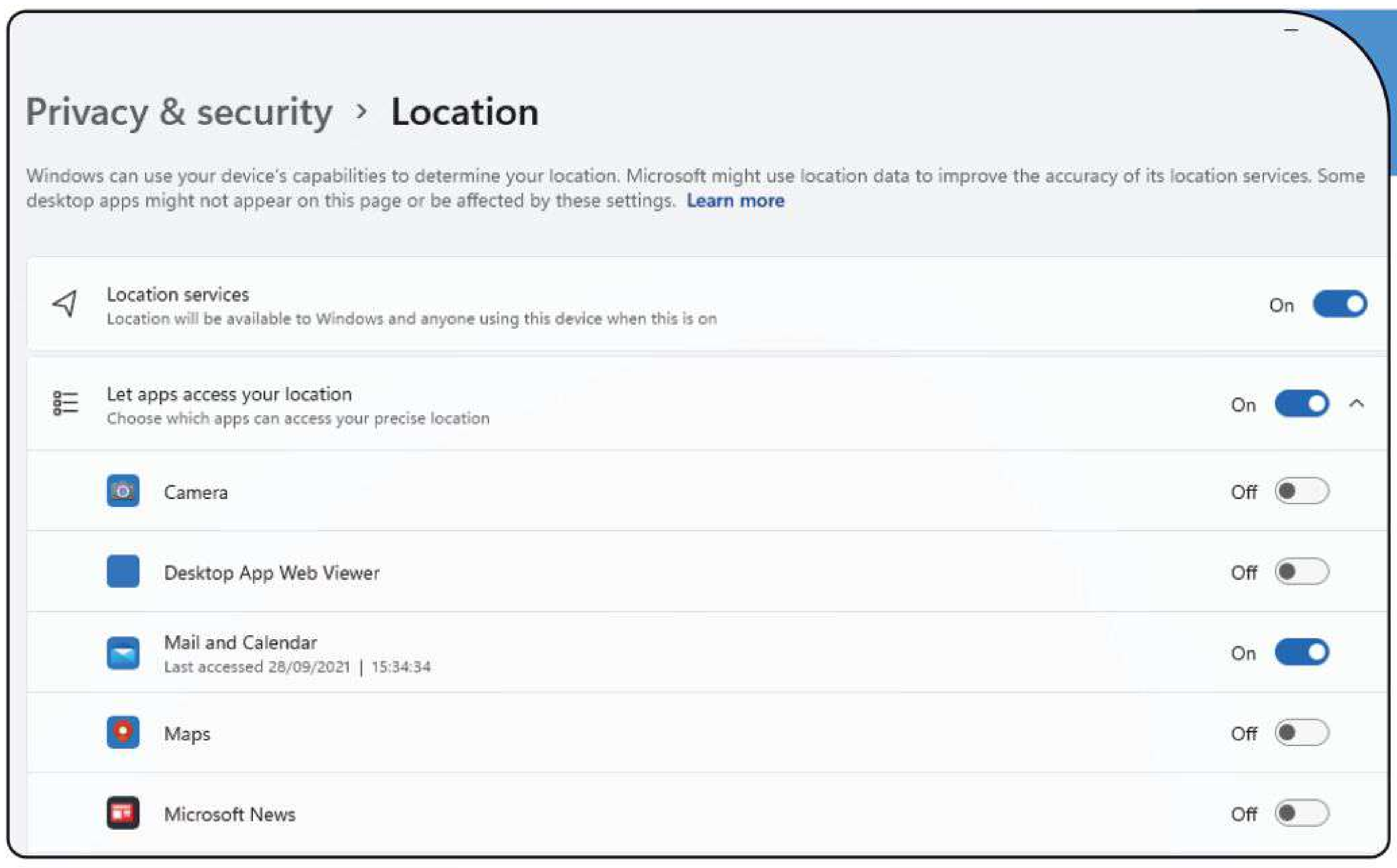
Save

Cancel

Sign In

Now add the accounts you want to use in Calendar. You can do this at any point you choose via Settings > Accounts. From there you can easily add an Outlook.com, Exchange, Google or iCloud calendar; or enter advanced settings for any other calendars you may have from other providers.

Allow Location



Privacy & security › Location

Windows can use your device's capabilities to determine your location. Microsoft might use location data to improve the accuracy of its location services. Some desktop apps might not appear on this page or be affected by these settings. Learn more

Location services — Location will be available to Windows and anyone using this device when this is on — On

Let apps access your location — Choose which apps can access your precise location — On

Camera — Off

Desktop App Web Viewer — Off

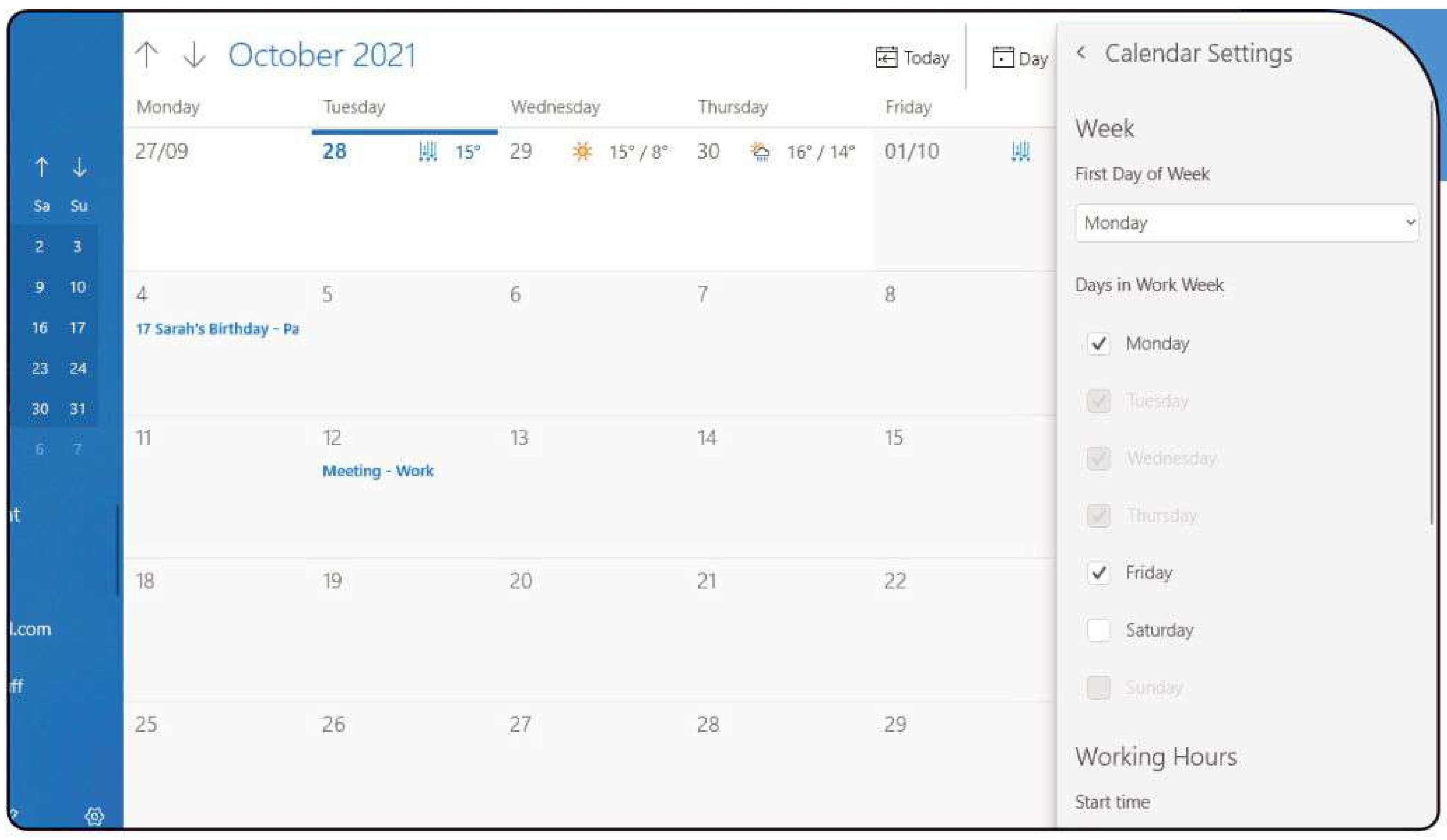
Mail and Calendar — Last accessed 28/09/2021 | 15:34:34 — On

Maps — Off

Microsoft News — Off

You'll be asked to enable location access for Mail and Calendar. This is predominantly for one simple reason – Calendar shows you the weather for your location each day. You can always revoke access via the Settings app. Go to Location and you can turn off Calendar's access to Location.

Settings


October 2021
Today
Day
Monday
Tuesday
Wednesday
Thursday
Friday
17 Sarah's Birthday - Pa
Meeting - Work

Calendar Settings

Week

First Day of Week: Monday

Days in Work Week

☑ Monday

☑ Tuesday

☑ Wednesday

☑ Thursday

☑ Friday

☐ Saturday

☐ Sunday

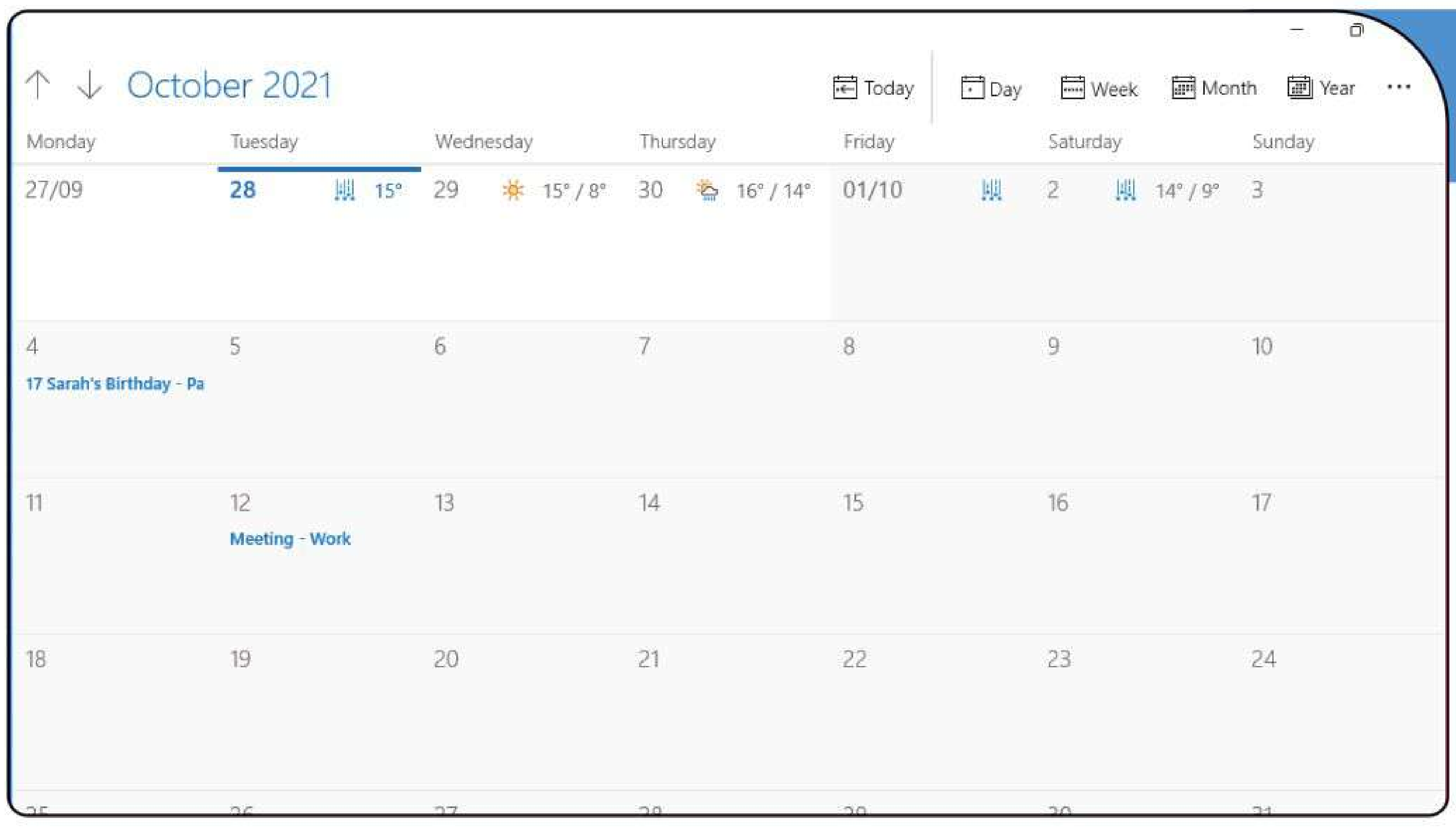
Working Hours

Start time

The calendar settings are fairly basic, boiling down to adding accounts, changing the appearance and setting the weather region. The only other settings are the controls to how the calendars are displayed (First day of week, Days in work week, Week numbers on/off, etc.).

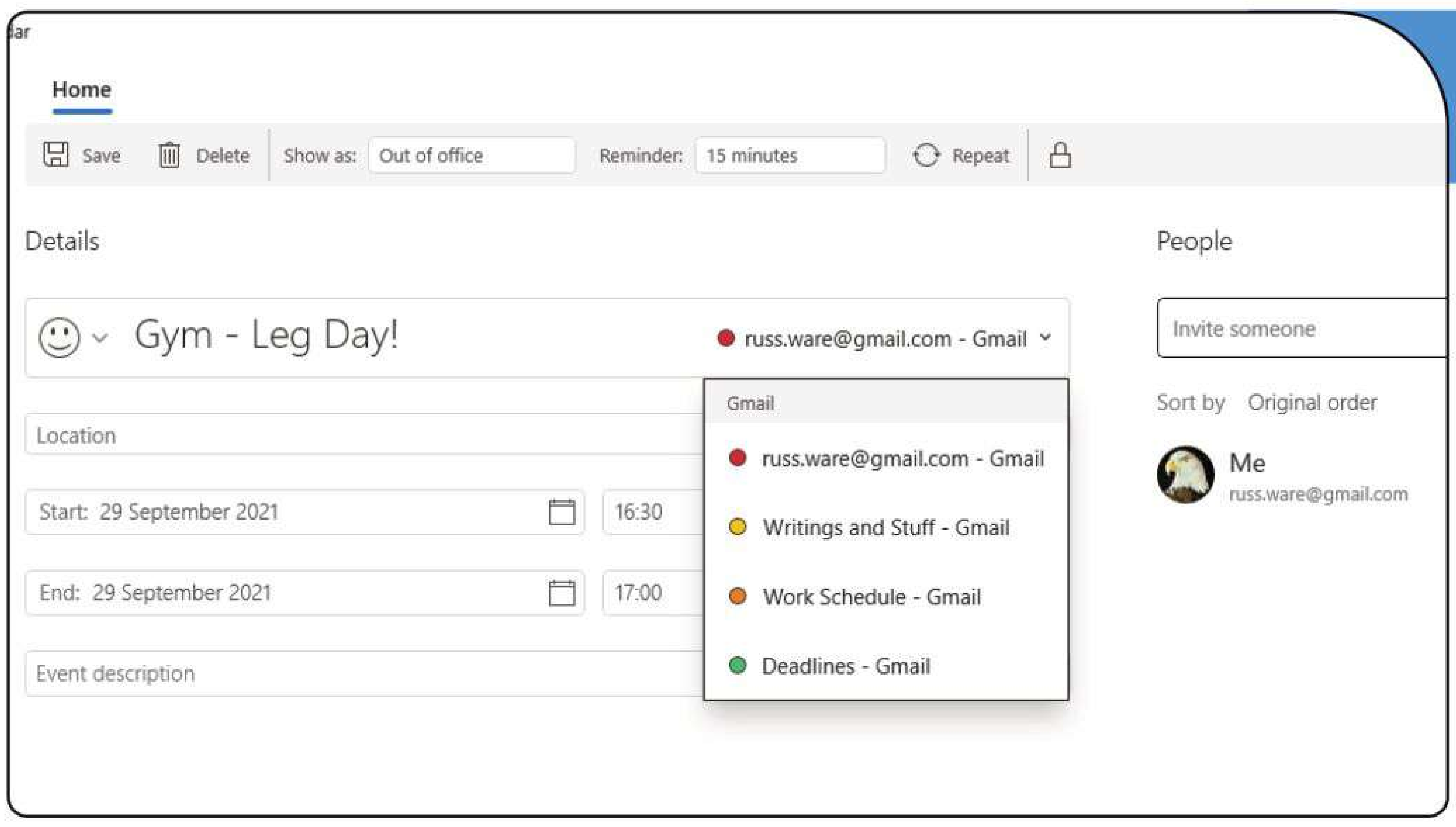
Creating and Managing Events

Step 1


October 2021
Today
Day
Week
Month
Year
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
17 Sarah's Birthday - Pa
Meeting - Work

The default view when opening the Calendar is the month view. You can switch to the different views (Day, Week, Month and Year) using the buttons along the top of the calendar. There is also a button here to take the view back to the current day, if you have been browsing future or past months.

Step 2


Home
Save
Delete
Repeat
Details
People
Gmail
russ.ware@gmail.com - Gmail
Writings and Stuff - Gmail
Work Schedule - Gmail
Deadlines - Gmail
Location
Event description
Invite someone

Show as: Out of office

Reminder: 15 minutes

Gym - Leg Day! — russ.ware@gmail.com - Gmail

Start: 29 September 2021 — 16:30

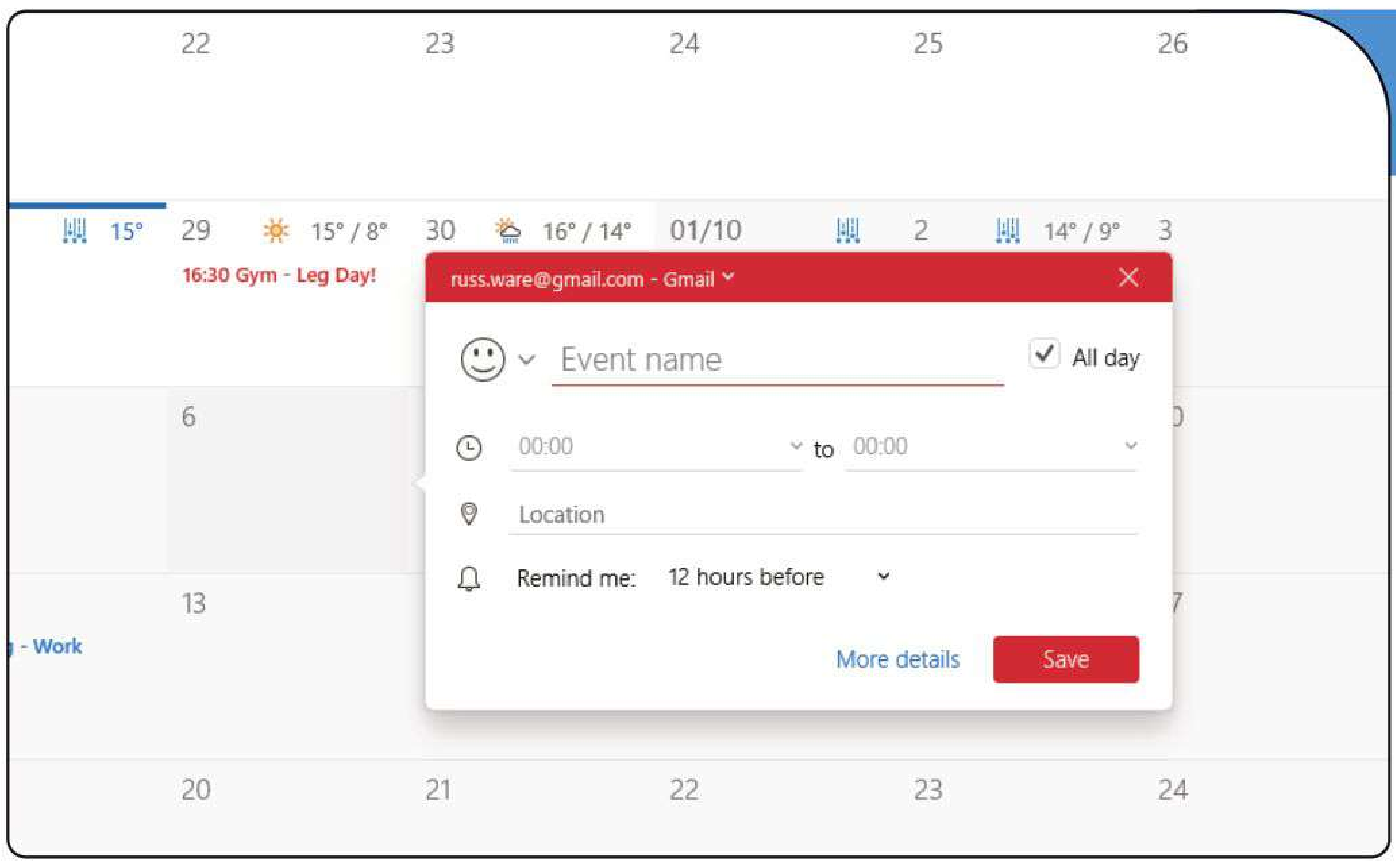
End: 29 September 2021 — 17:00

Sort by: Original order

Me — russ.ware@gmail.com

Click the New Event button in the top left. Add the name of the event, a location should you wish to, plus start and end dates and times. You're also able to invite people by email using the field on the right-hand side. This will then insert the event into their calendar as well.

Step 3


22
23
24
25
26
15°
29
15° / 8°
30
16° / 14°
01/10
2
14° / 9°
3
16:30 Gym - Leg Day!
russ.ware@gmail.com - Gmail
Event name
All day
6
13
- Work
20
21
22
23
24

☑ All day

00:00 to 00:00

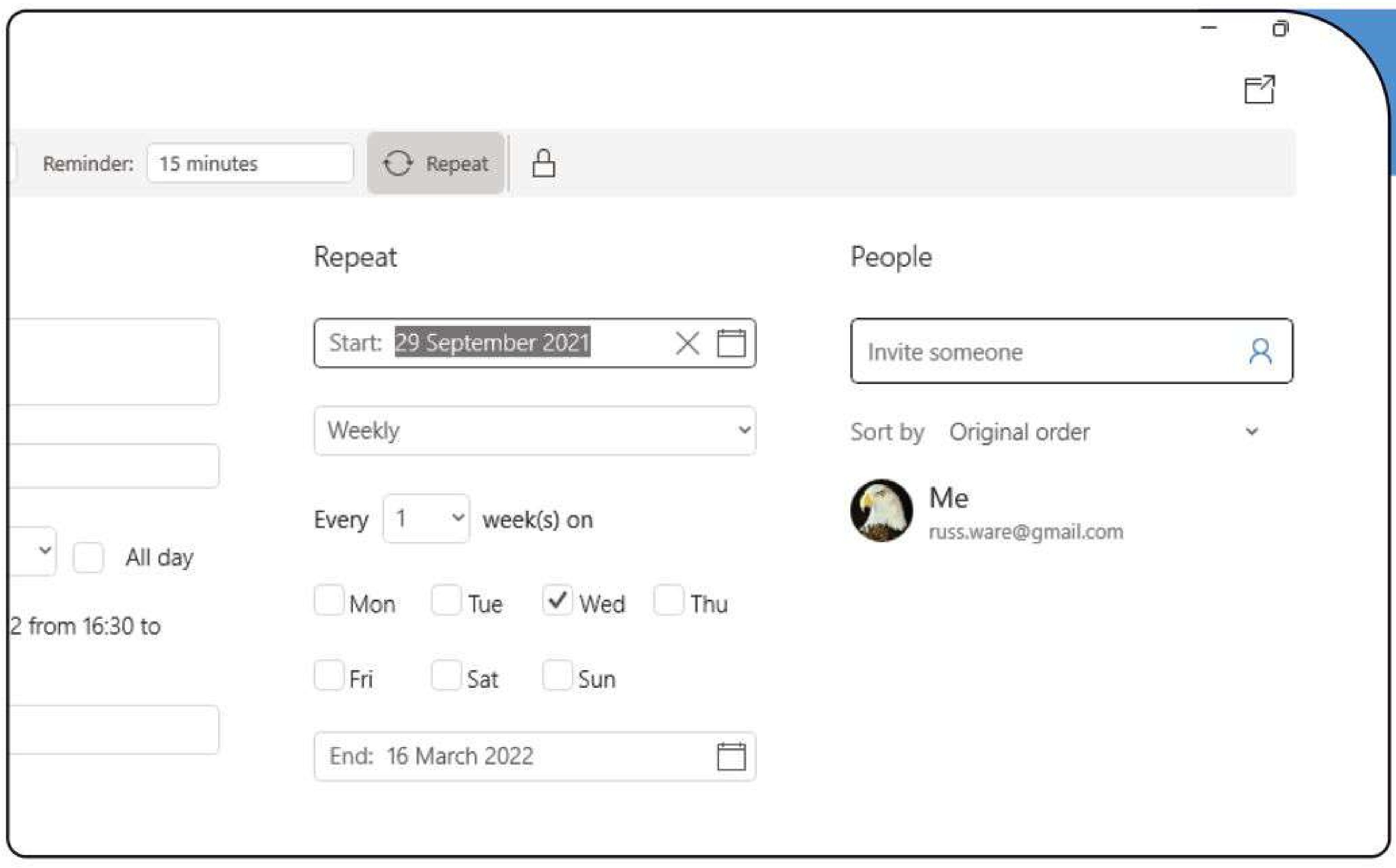
Location

Remind me: 12 hours before

More details
Save

You can also add events by clicking on the relevant date block (or time block in Day view), and then adding the event details in the quick event pop-up box. If you want to see the full, new event screen at this point, you can click the "More details" link in the quick event box.

Step 4


Reminder: 15 minutes

Repeat

Repeat

Start: 29 September 2021

Weekly

Every 1 week(s) on

☐ Mon ☐ Tue ☑ Wed ☐ Thu

☐ Fri ☐ Sat ☐ Sun

End: 16 March 2022

People

Invite someone

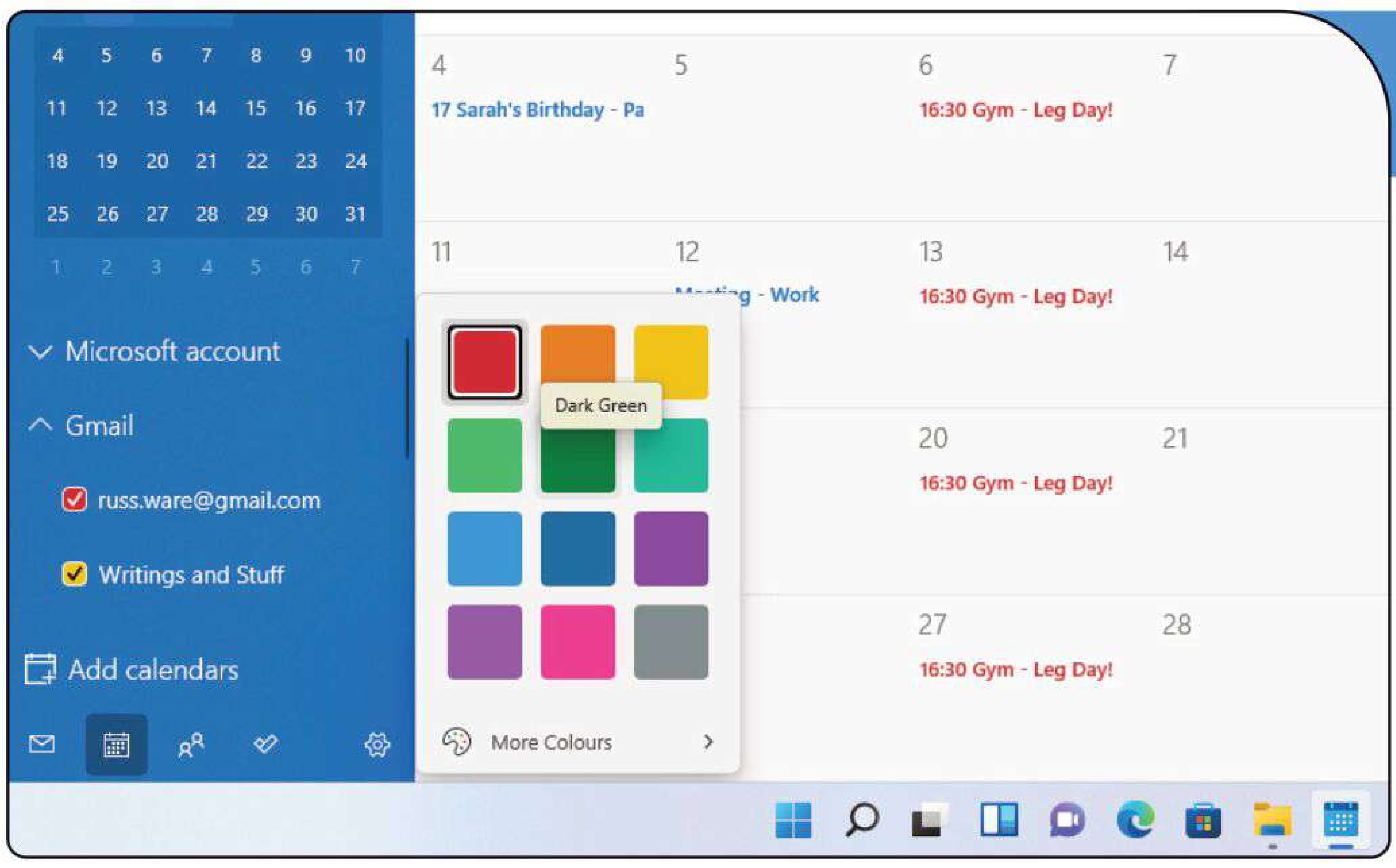
Sort by Original order

Me
russ.ware@gmail.com

All day
2 from 16:30 to

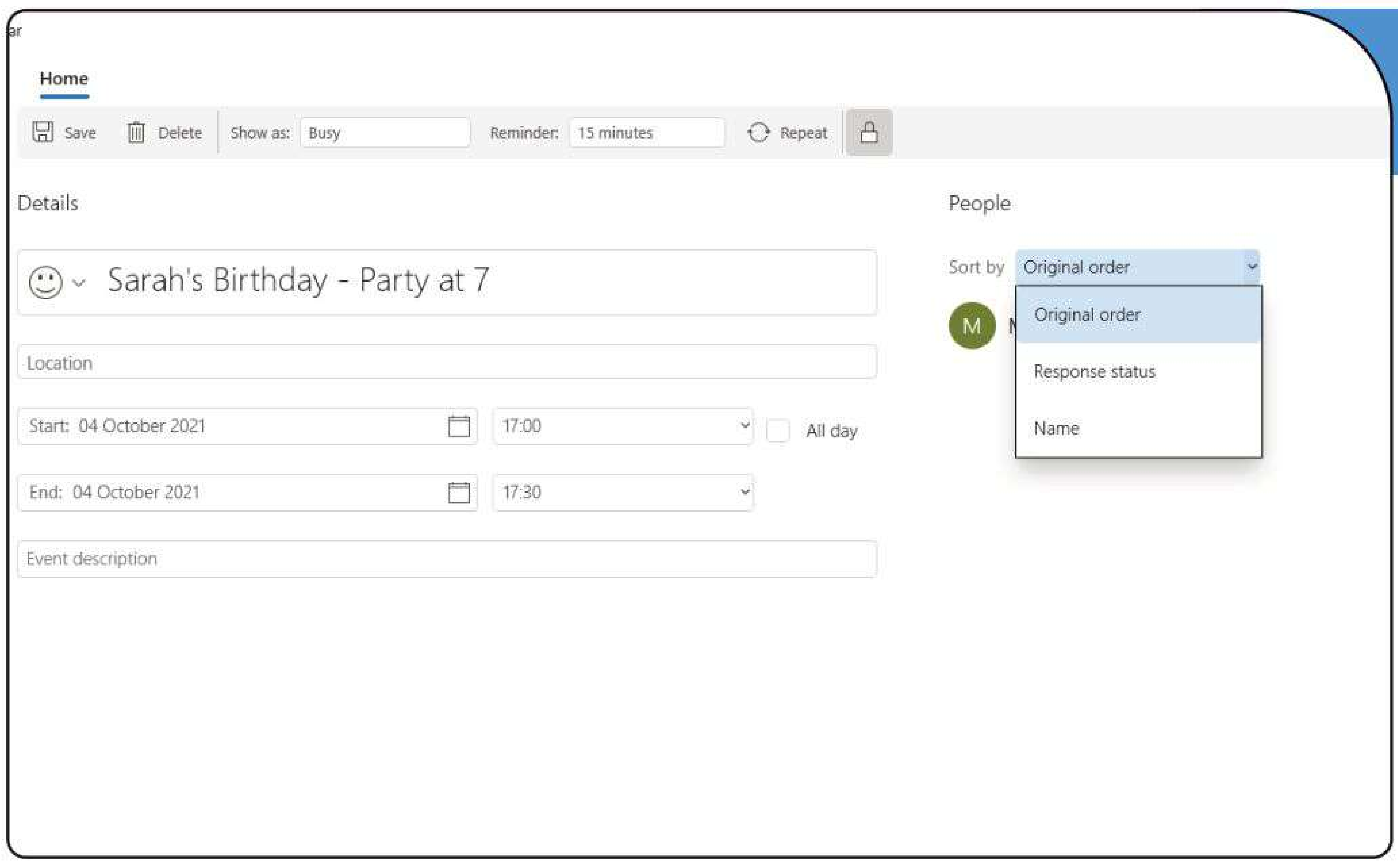
You can also choose to set repeat events – just click the Repeat button in the toolbar when you're creating a new event. Check the days you want. You can repeat daily, weekly, monthly or yearly, depending on what you need to do. You can even set a date when the repeated events end.

Step 5


Microsoft account
Gmail
russ.ware@gmail.com
Writings and Stuff
Add calendars
Dark Green
More Colours
17 Sarah's Birthday - Pa
16:30 Gym - Leg Day!
Meeting - Work

You're also able to assign different colours to different calendar accounts. Each calendar account you add will automatically be assigned a different colour. You can then change this assigned colour by clicking the arrow next to the calendar name and choosing from the pop out menu.

Step 6


Home
Save
Delete
Repeat
Details
People
Original order
Response status
Name

Show as: Busy

Reminder: 15 minutes

Sarah's Birthday - Party at 7

Location

Start: 04 October 2021 17:00 ☐ All day

End: 04 October 2021 17:30

Event description

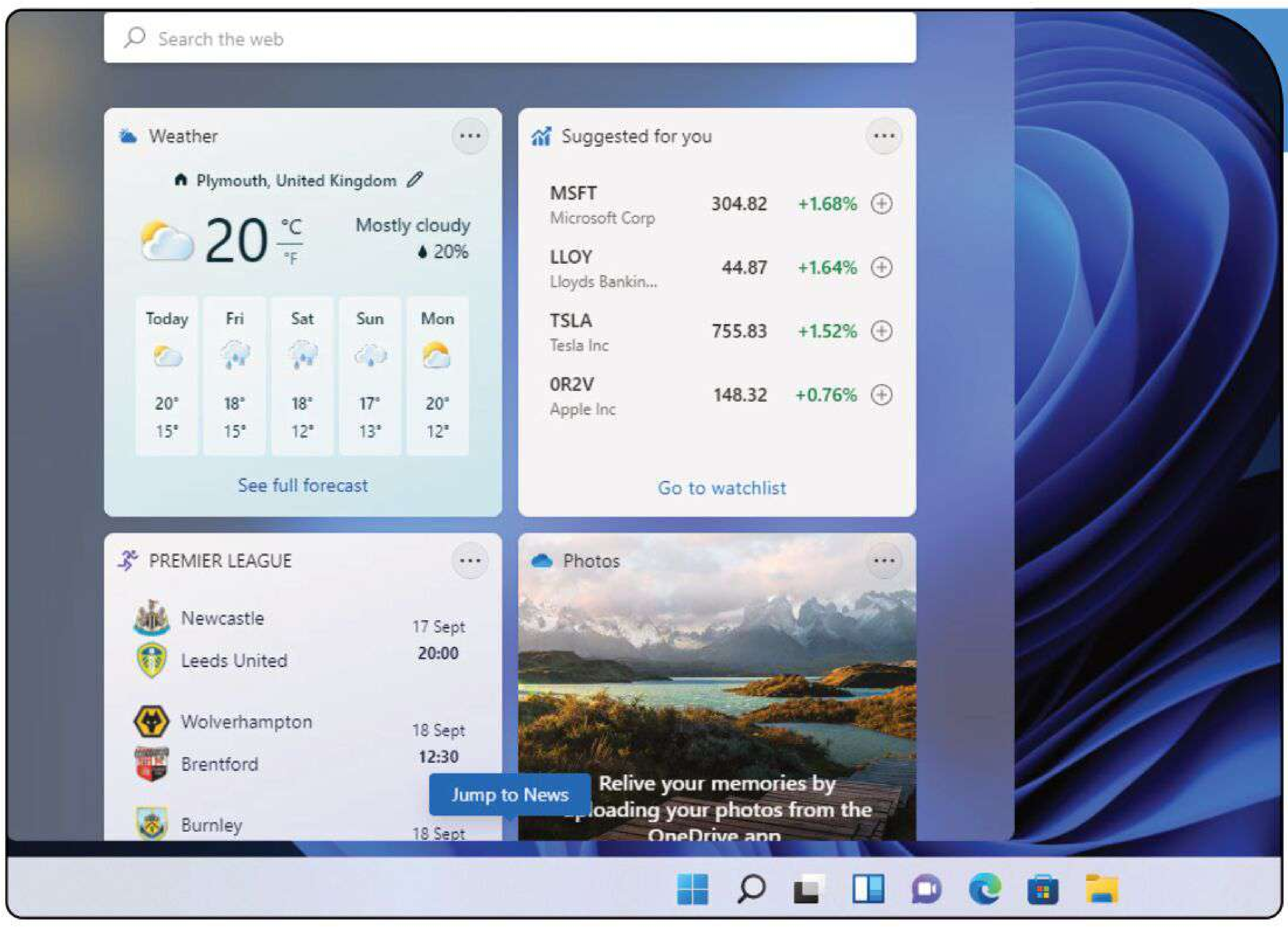
Sort by Original order

One of the best things about the Windows 11 Calendar app is how admirably it copes with multiple calendars. So providing they invite your account (or you invite them), you're able to easily share events with others. If you do share, you can set certain events as private, so only you see them.

Widgets in Windows 11

Widgets are desktop app previews, allowing you to see important information from Windows apps, without needing to actually open those apps. The concept of widgets is not new, but the way they are managed and displayed in Windows 11 is new.

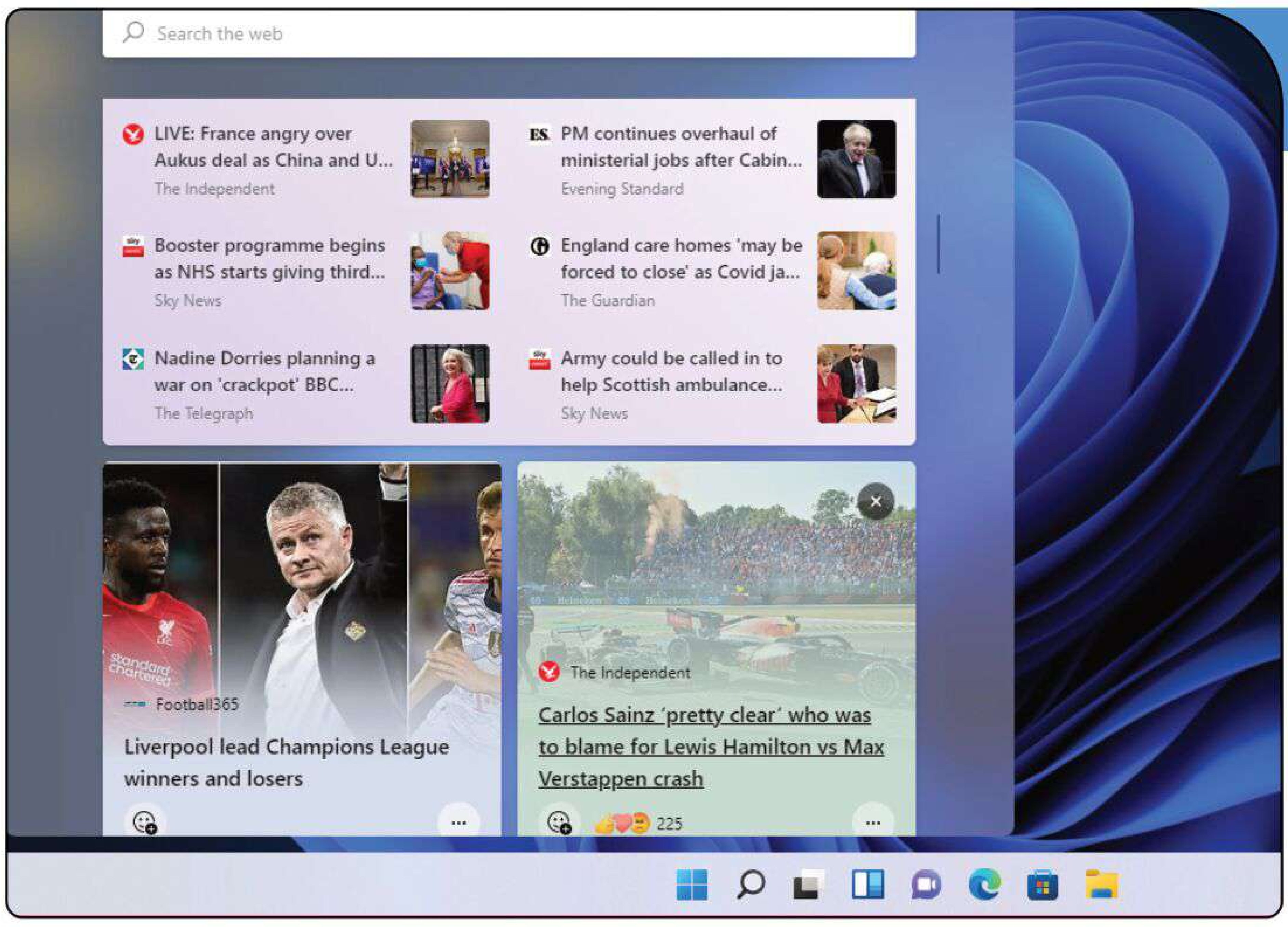
Wonderful Widgets


Search the web
Weather
Plymouth, United Kingdom
20 °C °F
Mostly cloudy
20%
Today Fri Sat Sun Mon
20° 18° 18° 17° 20°
15° 15° 12° 13° 12°
See full forecast
Suggested for you
Go to watchlist
PREMIER LEAGUE
Newcastle
Leeds United
17 Sept
20:00
Wolverhampton
Brentford
18 Sept
12:30
Burnley
18 Sept
Photos
Jump to News
Relive your memories by
ploading your photos from the
OneDrive app

MSFT Microsoft Corp	304.82	+1.68%
LLOY Lloyds Bankin...	44.87	+1.64%
TSLA Tesla Inc	755.83	+1.52%
0R2V Apple Inc	148.32	+0.76%

Step 1

To open the widget panel, click or tap the button in the Taskbar (the blue and white square icon) or press Windows key + W on the keyboard. The panel then slides out from the left side of the screen, and will sit over the top of any other apps or windows you currently have open.


Search the web
225

LIVE: France angry over Aukus deal as China and U...
The Independent

PM continues overhaul of ministerial jobs after Cabin...
Evening Standard

Booster programme begins as NHS starts giving third...
Sky News

England care homes 'may be forced to close' as Covid ja...
The Guardian

Nadine Dorries planning a war on 'crackpot' BBC...
The Telegraph

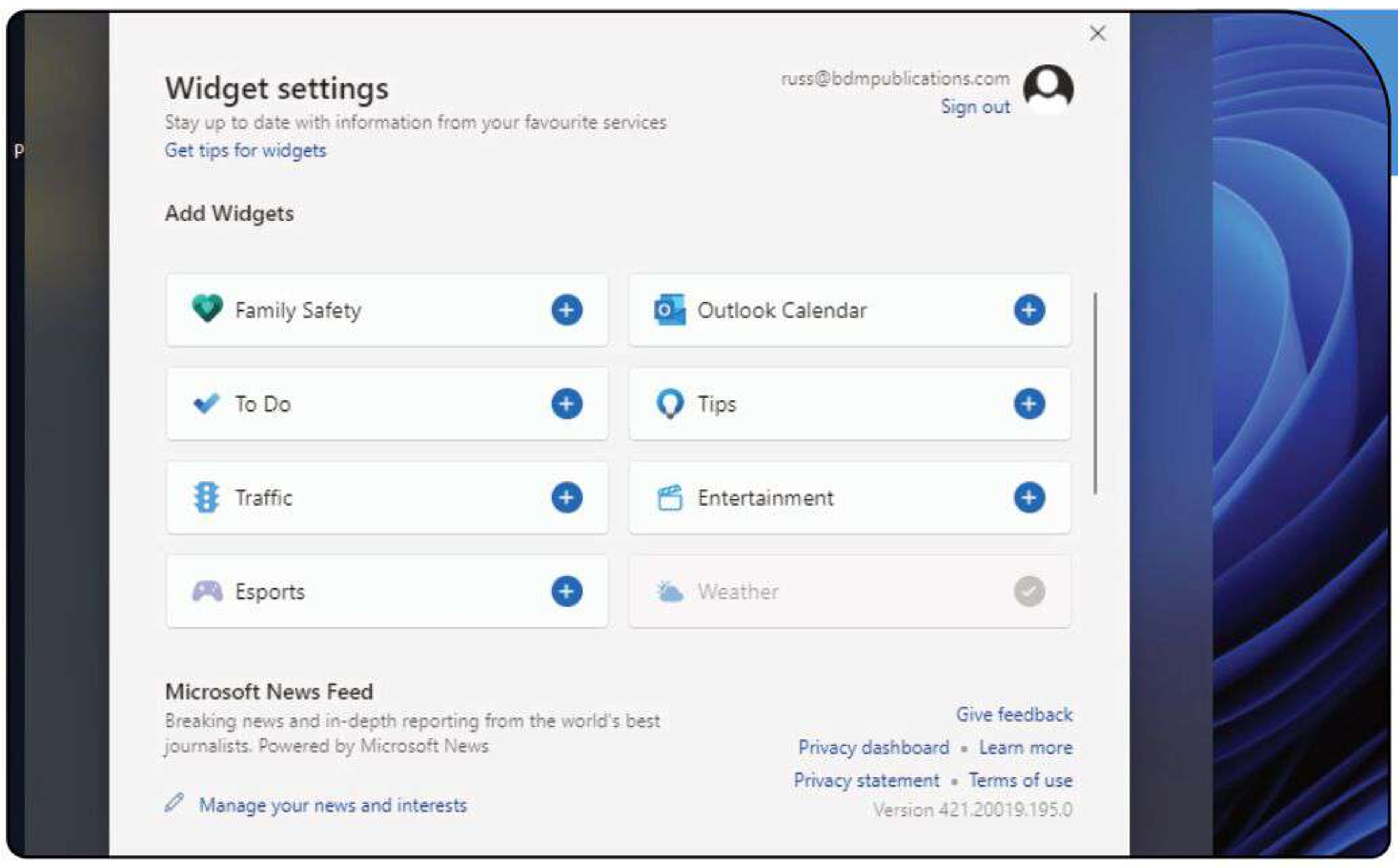
Army could be called in to help Scottish ambulance...
Sky News

Football365
Liverpool lead Champions League winners and losers

The Independent
Carlos Sainz 'pretty clear' who was to blame for Lewis Hamilton vs Max Verstappen crash

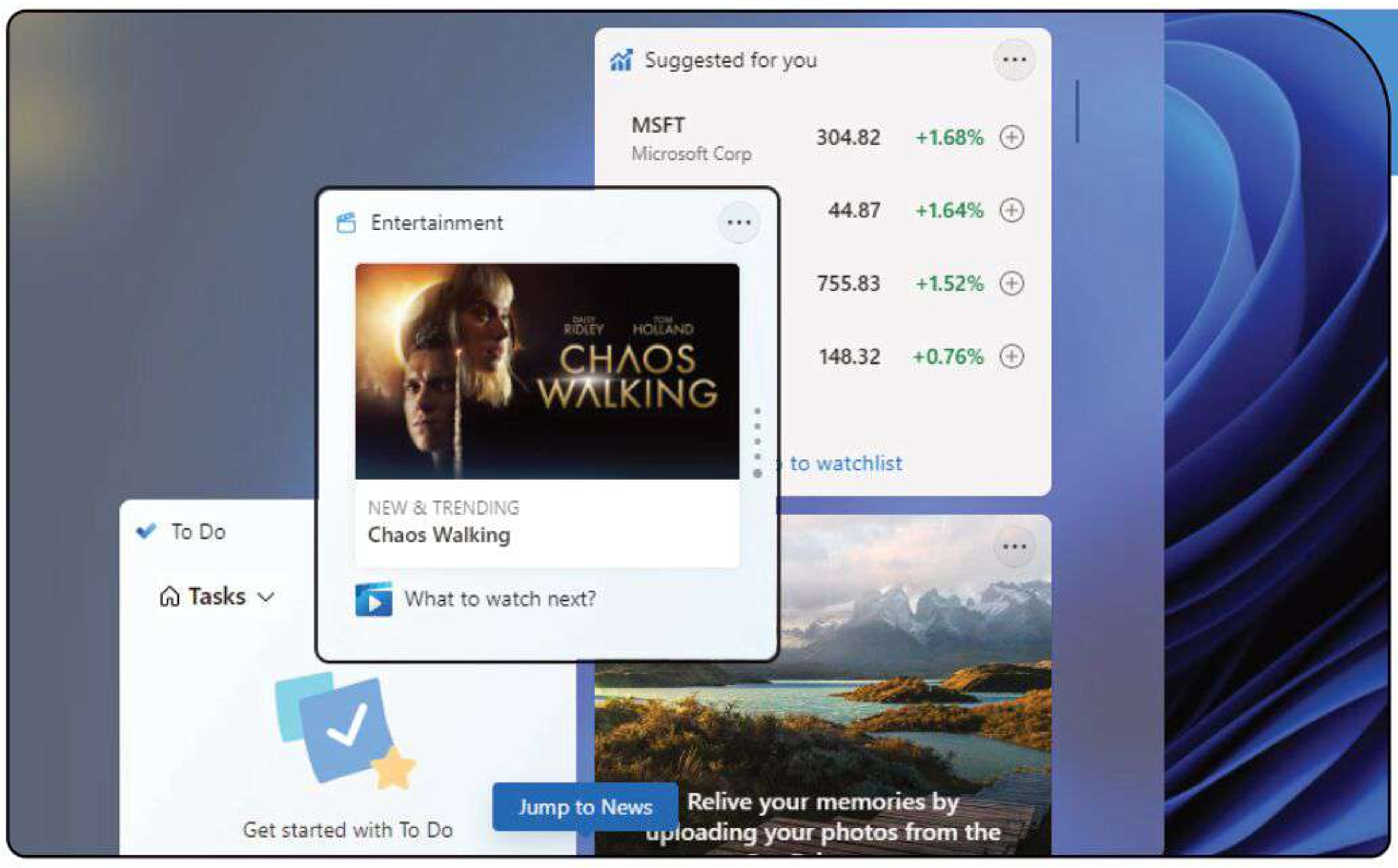
Step 2

The widget panel is initially split up into three main sections: Search, Widgets and News stories. Scroll down the panel to see more content. At the top-right is an account icon, which opens a new panel with account information and the ability to add new widgets.


Widget settings
Stay up to date with information from your favourite services
Get tips for widgets
russ@bdmpublications.com
Sign out
Add Widgets
Family Safety
Outlook Calendar
To Do
Tips
Traffic
Entertainment
Esports
Weather
Microsoft News Feed
Breaking news and in-depth reporting from the world's best journalists. Powered by Microsoft News
Give feedback
Privacy dashboard • Learn more
Privacy statement • Terms of use
Manage your news and interests
Version 421.20019.195.0

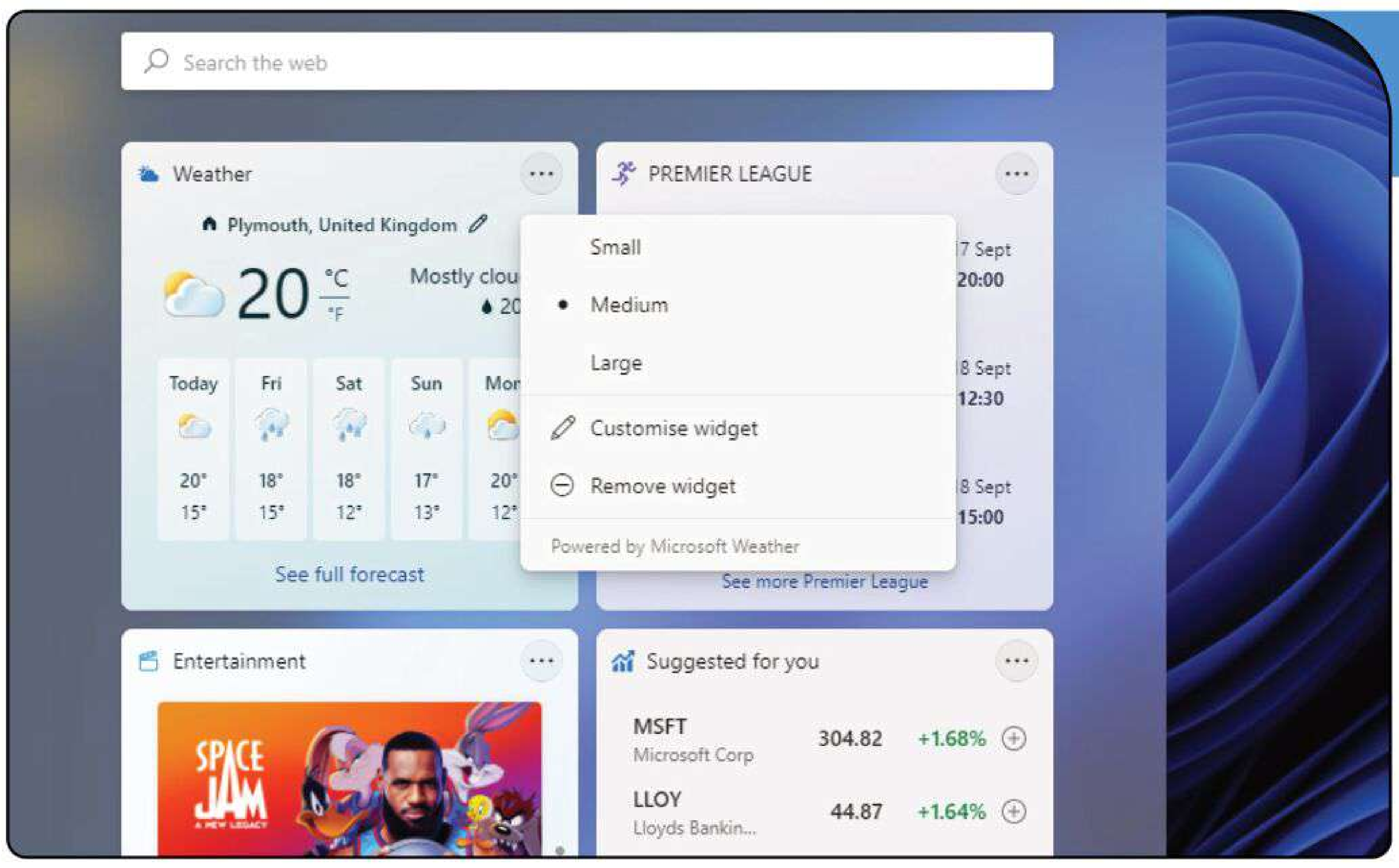
Step 3

The exact widgets available to add will vary, depending on which apps you have installed. As Windows 11 develops, more widgets are likely to be added here, possibly from third-party developers as well as from Microsoft. To add new widgets, just click the + button on each.


Suggested for you
MSFT
Microsoft Corp
304.82 +1.68%
44.87 +1.64%
755.83 +1.52%
148.32 +0.76%
to watchlist
Entertainment
CHAOS WALKING
NEW & TRENDING
Chaos Walking
What to watch next?
To Do
Tasks
Get started with To Do
Jump to News
Relive your memories by uploading your photos from the

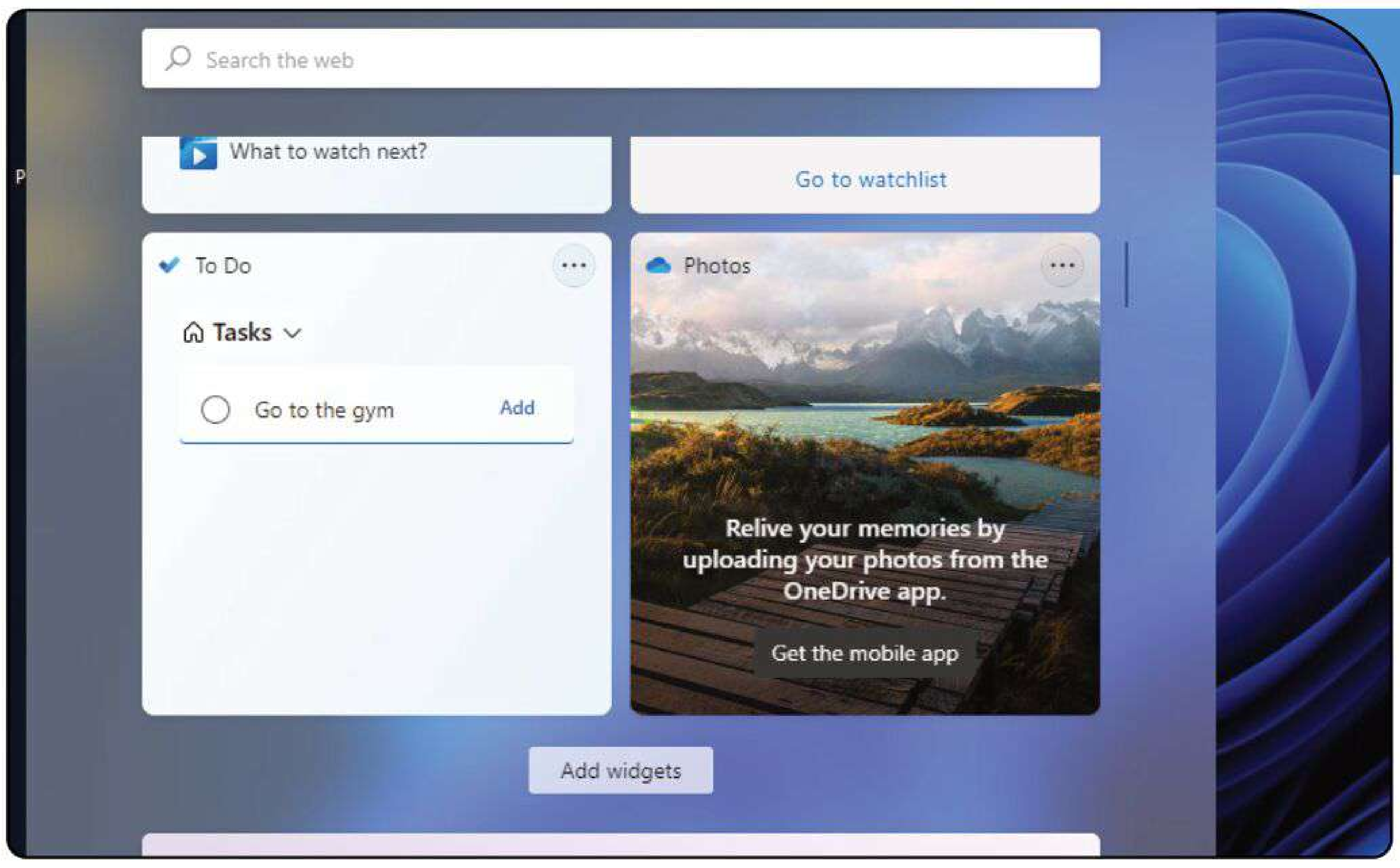
Step 4

After adding widgets, close the account panel and you will see the added widgets in the panel. You can move widgets around in the panel by clicking on the top of the widget and dragging it to the required position. Other widgets will rearrange to fit when you do this.


Search the web
Weather
Plymouth, United Kingdom
20 °C °F
Mostly clou
Today Fri Sat Sun Mon
See full forecast
PREMIER LEAGUE
Small
Medium
Large
Customise widget
Remove widget
Powered by Microsoft Weather
See more Premier League
Entertainment
SPACE JAM
Suggested for you
MSFT
Microsoft Corp
304.82 +1.68%
LLOY
Lloyds Bankin...
44.87 +1.64%

Step 5

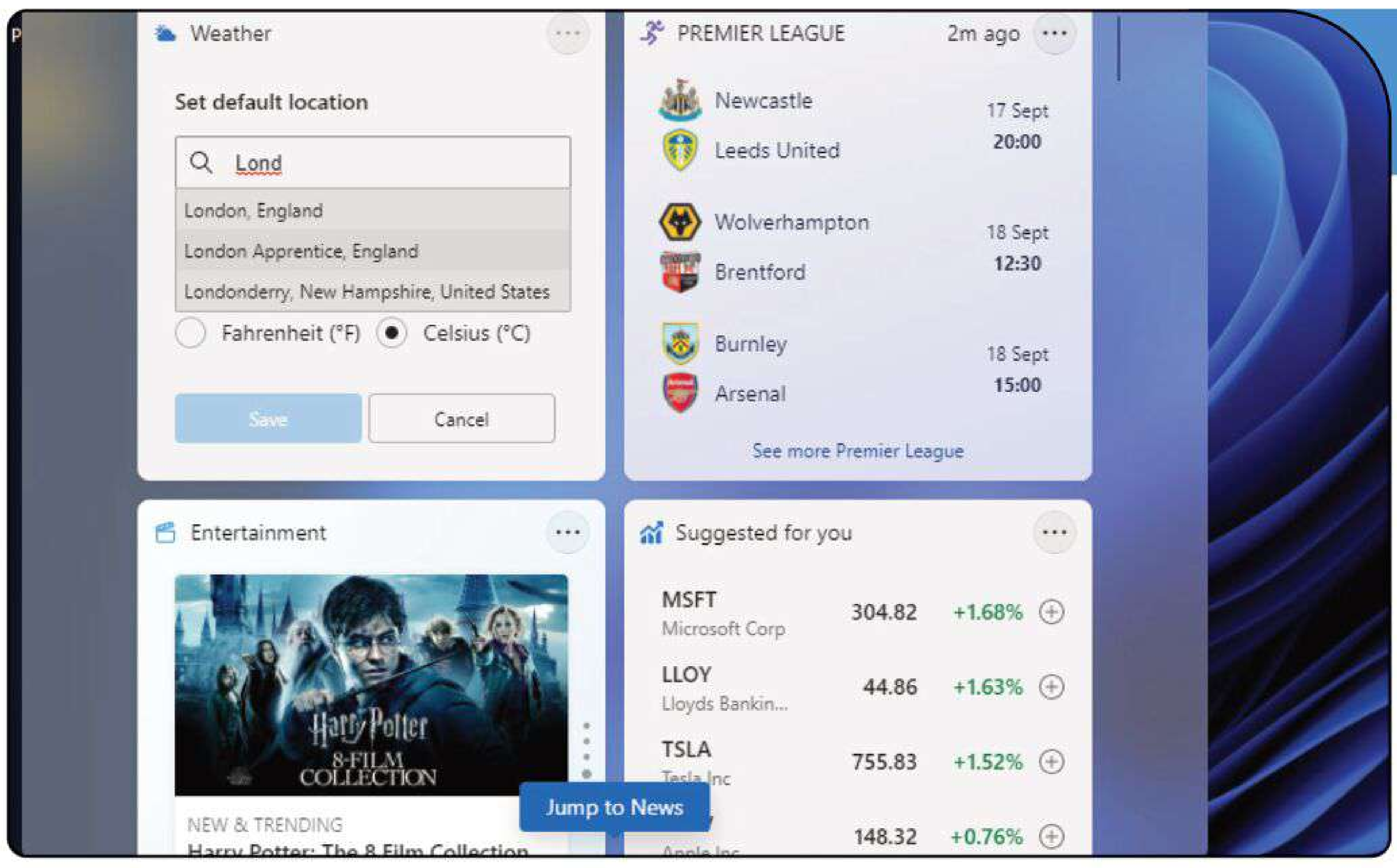
To remove a widget, click on the Menu button at the top-right of the widget and choose "Remove Widget" from the menu. You will also see the option to change the size of the widget in this menu. Not all of the widgets will allow all three of the sizing options.


Search the web
What to watch next?
Go to watchlist
To Do
Tasks
Go to the gym
Add
Photos
Relive your memories by uploading your photos from the OneDrive app.
Get the mobile app
Add widgets

Step 6

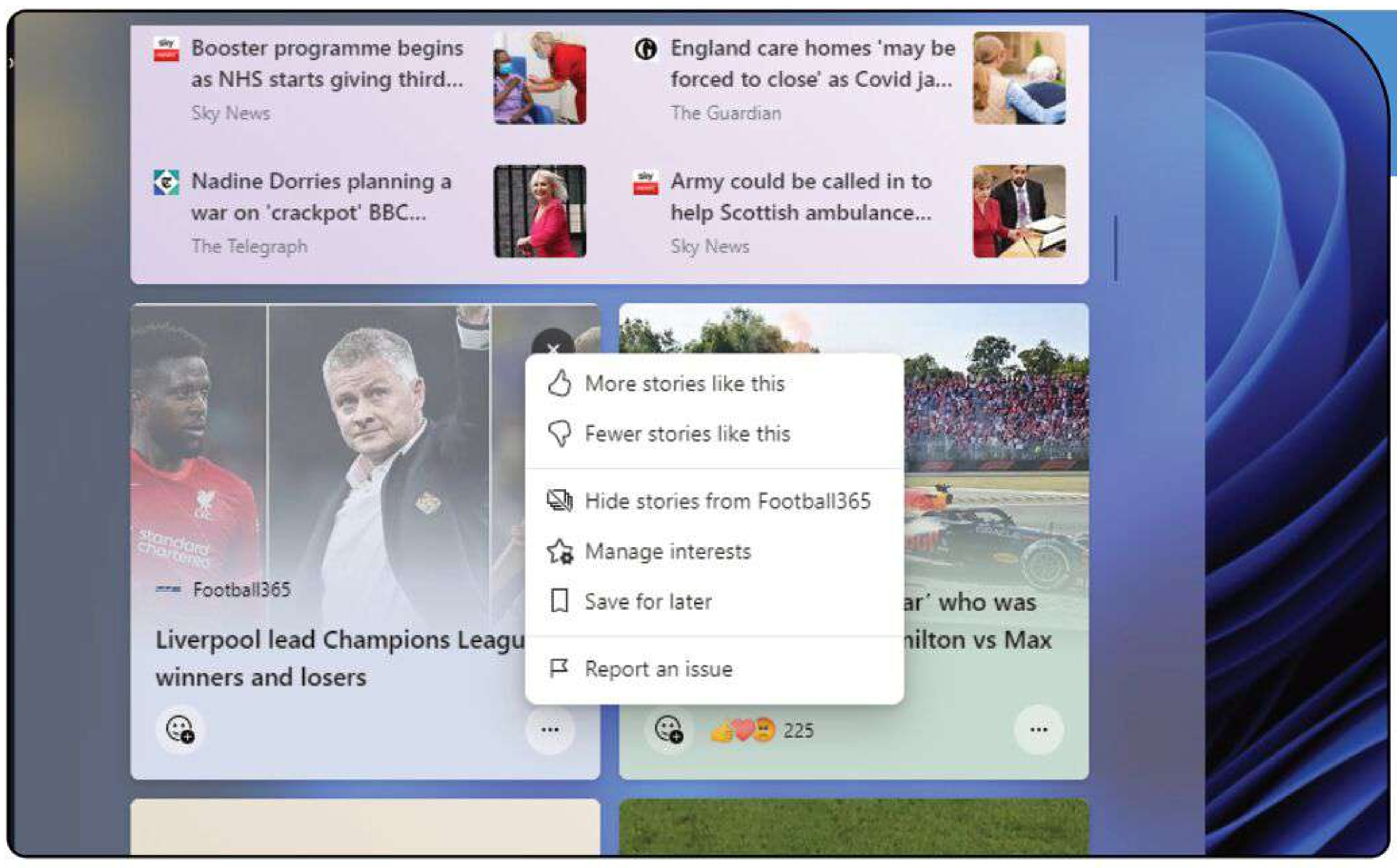
Some Widgets allow content editing within the widget. A good example of this is the To Do widget. You can create tasks in the widget by clicking the "Add a task" button, without having to the open the main To Do app. The task then displays instantly in the widget.

Step 7


Weather
Set default location
Lond
London, England
London Apprentice, England
Londonderry, New Hampshire, United States
○ Fahrenheit (°F) ● Celsius (°C)
Save
Cancel
PREMIER LEAGUE
2m ago
Newcastle
Leeds United
17 Sept
20:00
Wolverhampton
Brentford
18 Sept
12:30
Burnley
Arsenal
18 Sept
15:00
See more Premier League
Entertainment
Harry Potter 8-FILM COLLECTION
NEW & TRENDING
Jump to News
Suggested for you
MSFT Microsoft Corp 304.82 +1.68%
LLOY Lloyds Bankin... 44.86 +1.63%
TSLA Tesla Inc 755.83 +1.52%
148.32 +0.76%

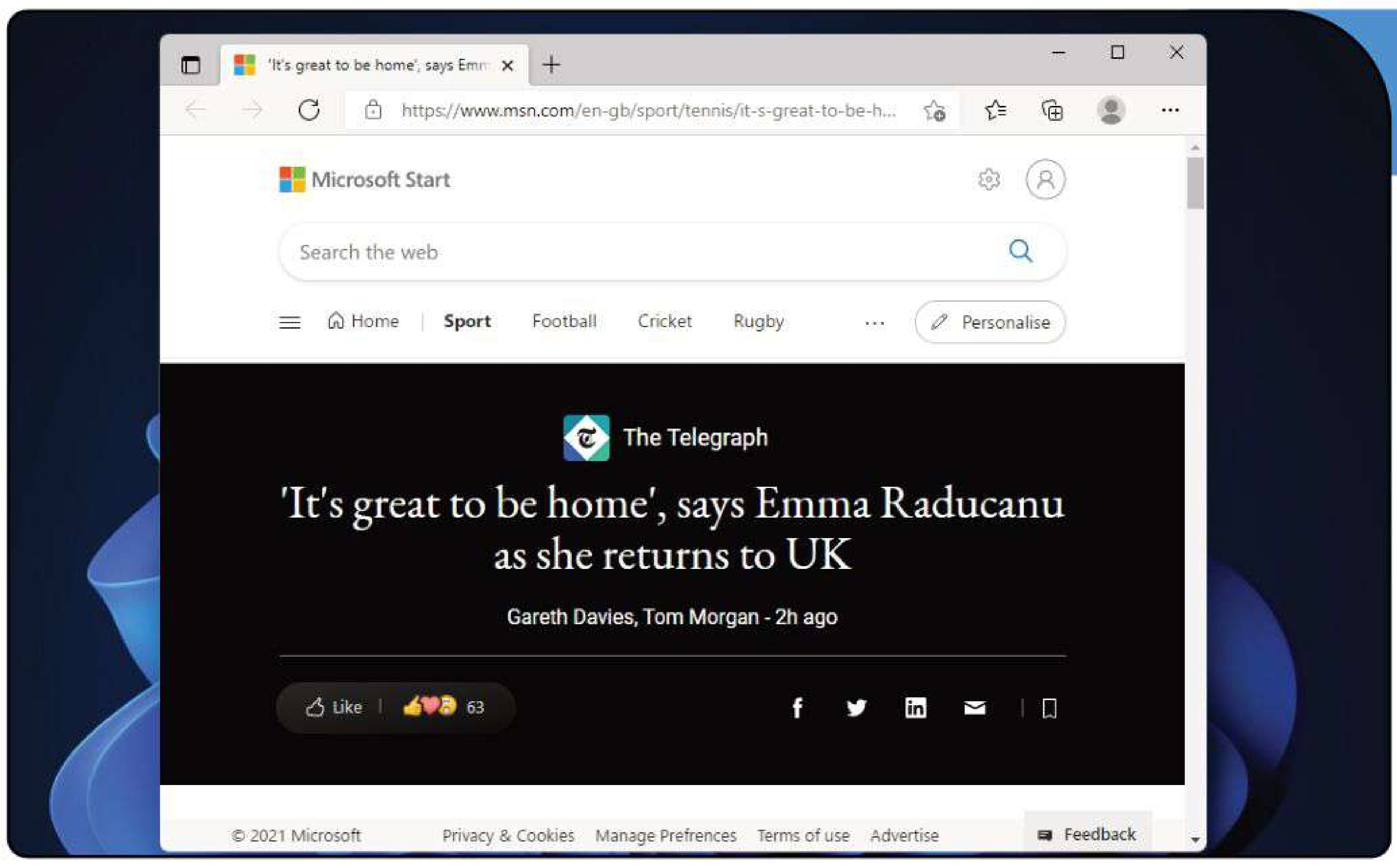
Some of the Widgets allow customisation through the More Menu button. The Weather widget, for example, lets you set the default location for the weather forecast that is shown. The Stocks widget lets you change which stock prices are displayed, etc.

Step 8


Booster programme begins as NHS starts giving third...
Sky News
England care homes 'may be forced to close' as Covid ja...
The Guardian
Nadine Dorries planning a war on 'crackpot' BBC...
The Telegraph
Army could be called in to help Scottish ambulance...
Sky News
More stories like this
Fewer stories like this
Hide stories from Football365
Manage interests
Save for later
Report an issue
Football365
Liverpool lead Champions Leagu
winners and losers
ar' who was
nilton vs Max
225

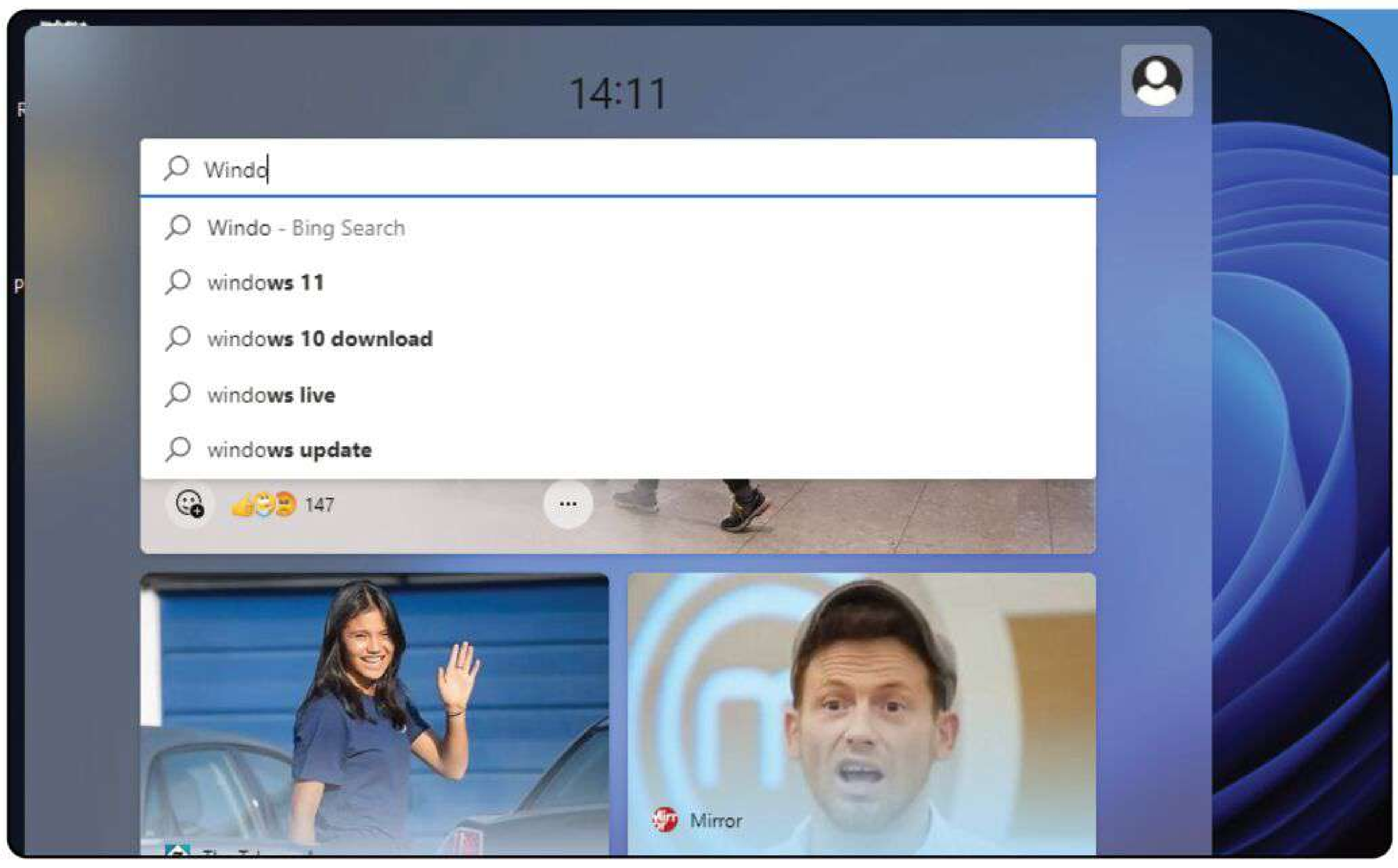
The news stories further down the Widgets panel also allow for some customisation. You can click the X to remove a news story, and you can click the More Menu button to choose to see "More/Fewer stories like this", or to hide all stories from that particular news source.

Step 9


'It's great to be home', says Emm
https://www.msn.com/en-gb/sport/tennis/it-s-great-to-be-h...
Microsoft Start
Search the web
Home
Sport
Football
Cricket
Rugby
Personalise
The Telegraph
'It's great to be home', says Emma Raducanu as she returns to UK
Gareth Davies, Tom Morgan - 2h ago
Like
63
© 2021 Microsoft
Privacy & Cookies
Manage Preferences
Terms of use
Advertise
Feedback

Clicking on a news story will take you to the webpage the story is from. At the top of the News section is a wide panel containing Top Stories. These are the top 6 news headlines. These will change as you like or dislike stories, or choose different news sources.

Step 10

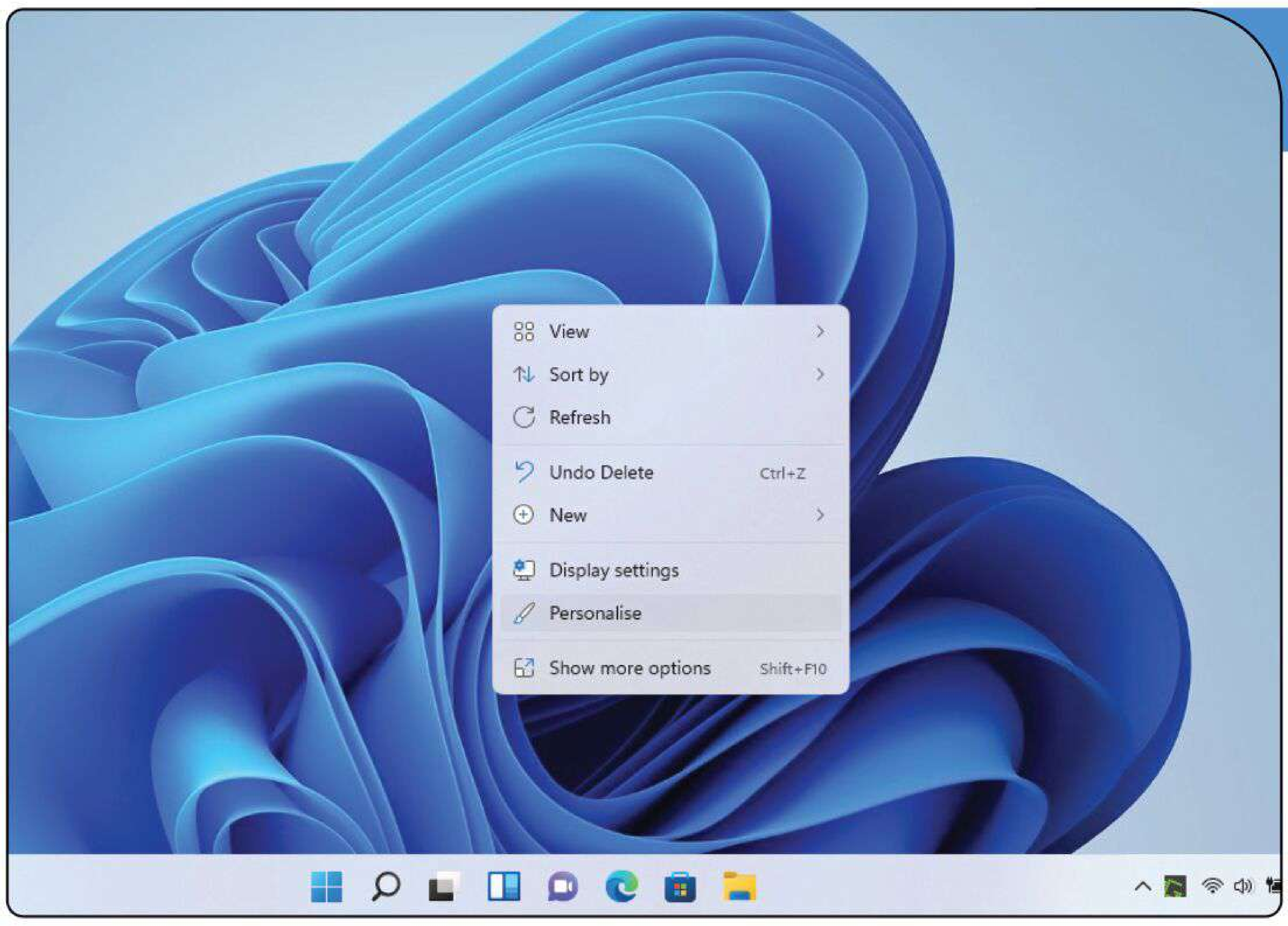

14:11
Windo
Windo - Bing Search
windows 11
windows 10 download
windows live
windows update
147
Mirror

At the top of the Widgets panel is a clock and a search bar. You can type directly into the search bar, with any searches opening in your browser (Edge, by default). The search bar and the clock cannot be removed from the Widgets panel, nor can they be moved.

Personalising Windows 11

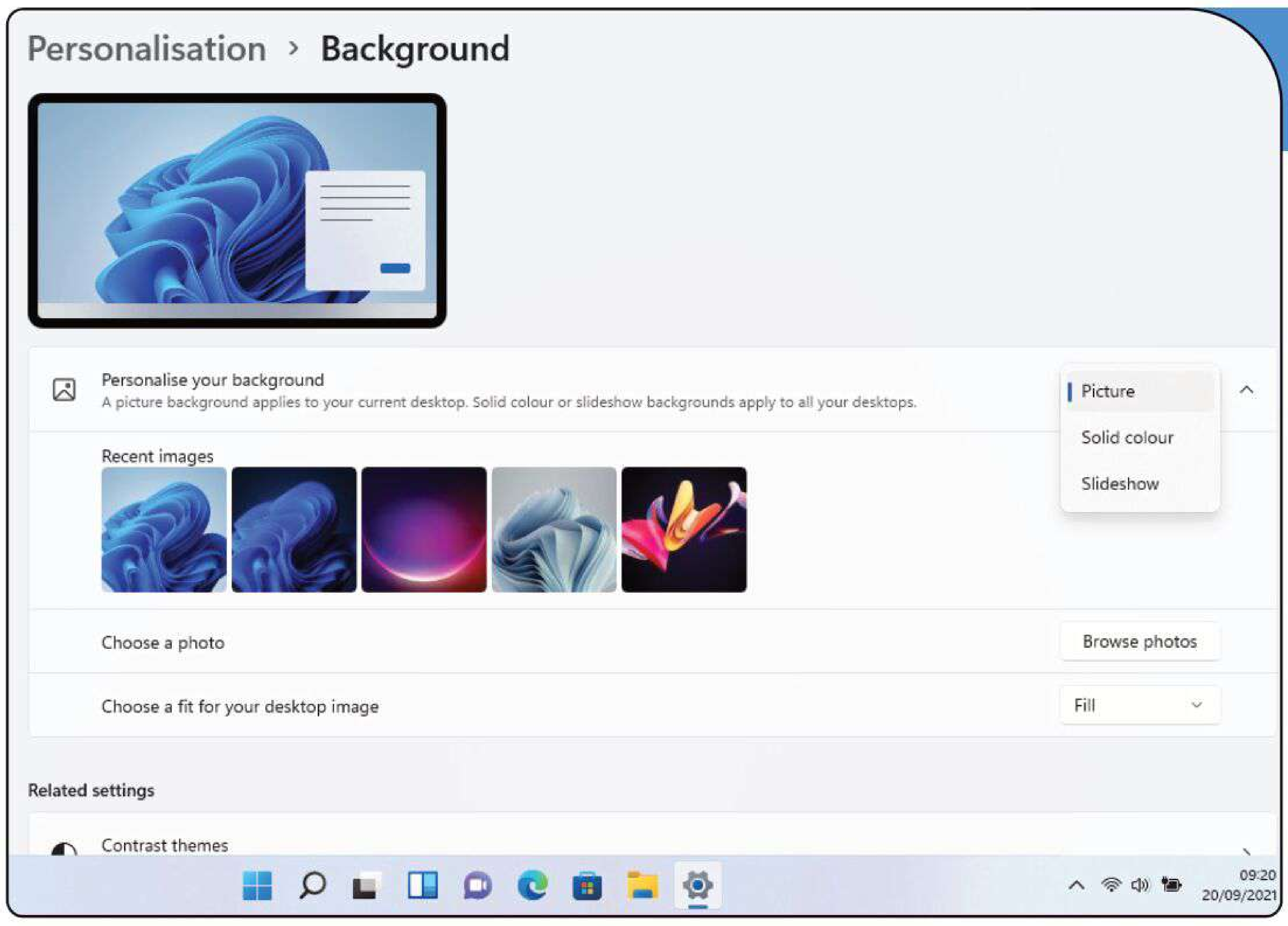
As with all recent versions of Windows, you can completely change the look of Windows 11 to suit your own needs or style. From the desktop wallpaper and colour theme, to the icons, taskbar and lock screen, everything can be customised and personalised.

Change the Desktop



Step 1

You can get started with personalising the Windows 11 desktop in exactly the same way you did with Windows 10. For anyone completely new to Windows, that means right-clicking anywhere on the desktop screen and selecting Personalise from the action menu that appears.



Personalisation › Background

Personalise your background
A picture background applies to your current desktop. Solid colour or slideshow backgrounds apply to all your desktops.

Picture
Solid colour
Slideshow

Recent images

Choose a photo — Browse photos

Choose a fit for your desktop image — Fill

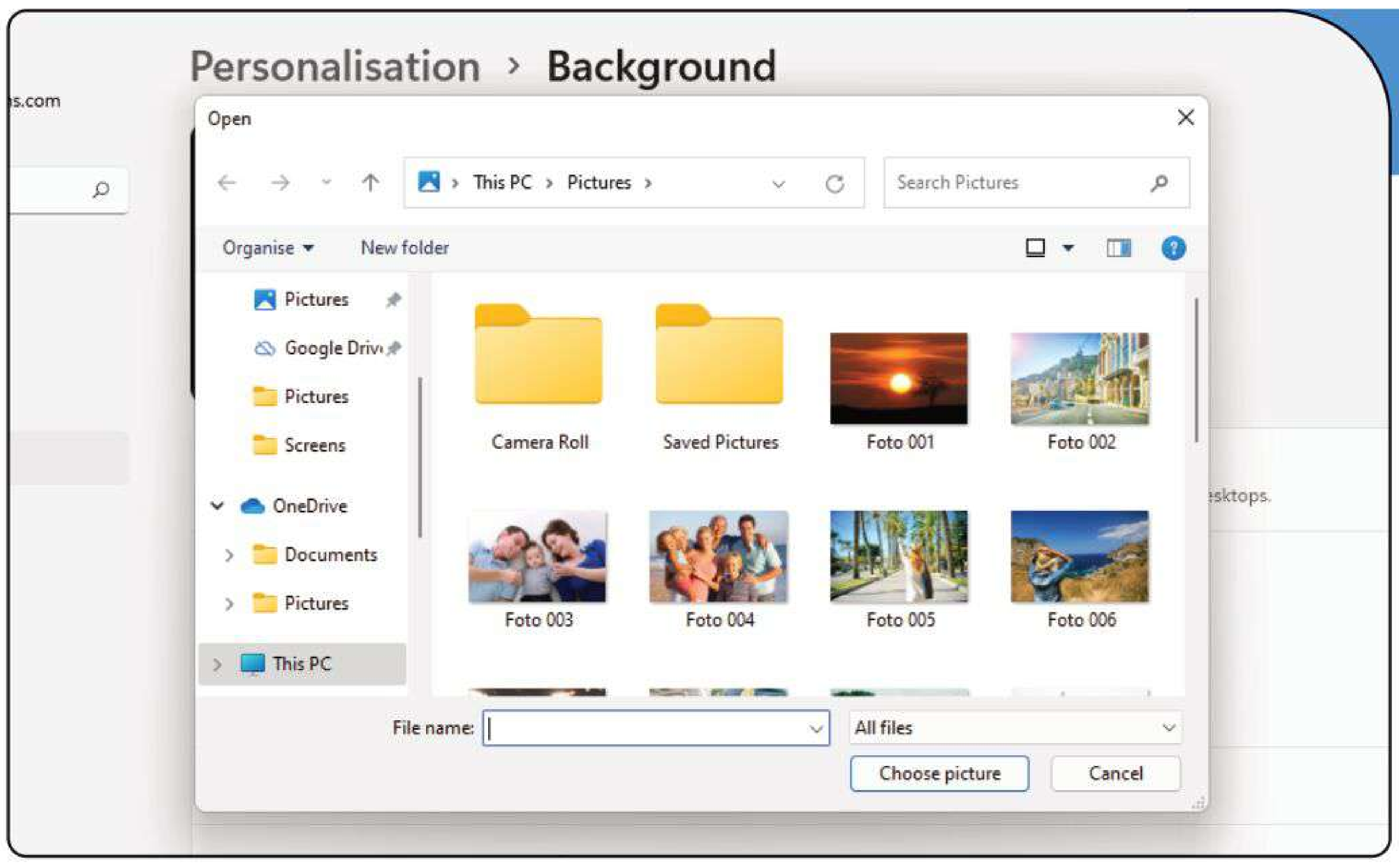
Related settings

Contrast themes

09:20
20/09/2021

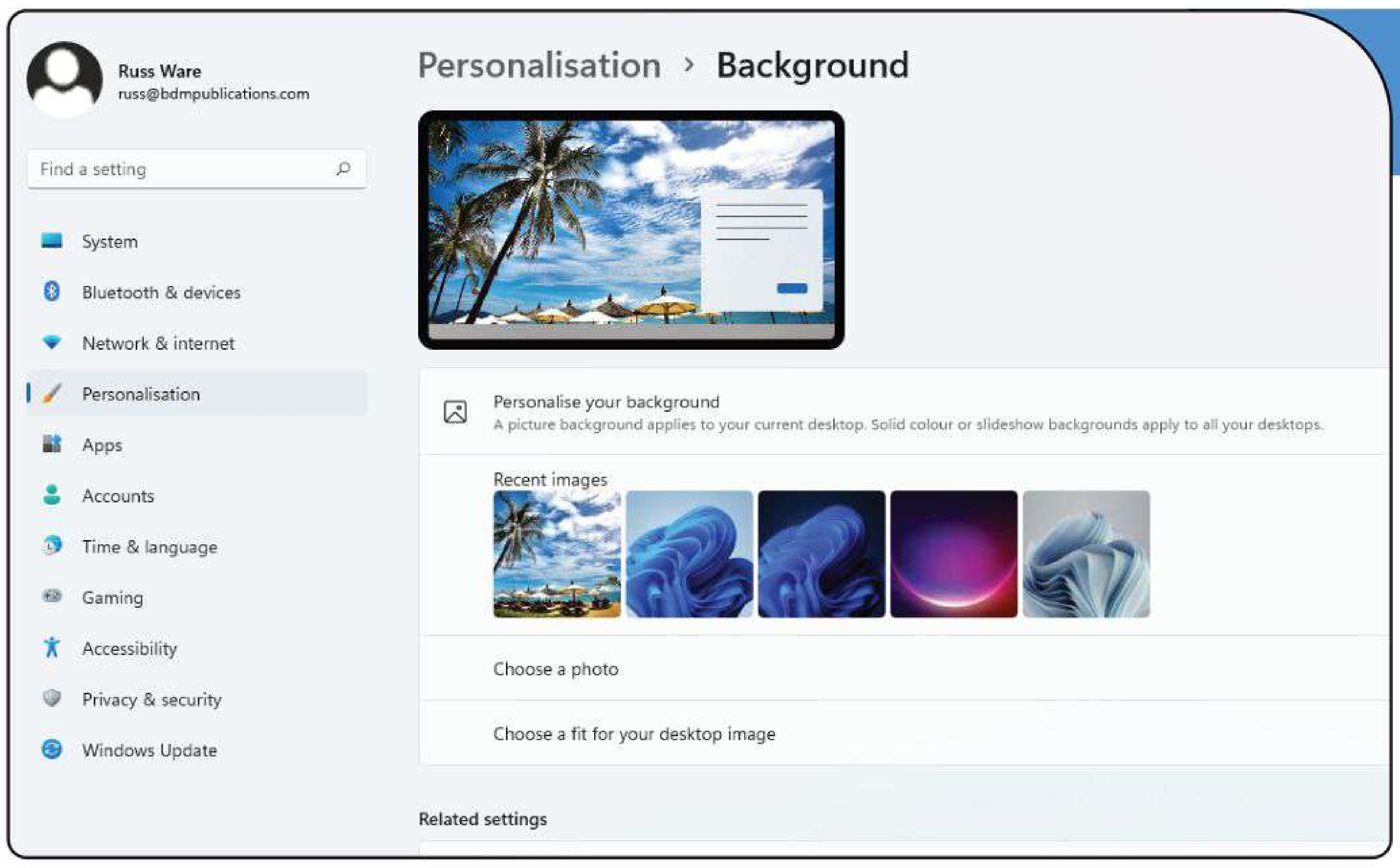
Step 2

The Background settings will be displayed first by default. Click the first drop-down menu to select whether to use the default backgrounds, solid colours or choose to display folders of your own images. Your choices here changes what is displayed in the background settings.


Personalisation › Background
Open
This PC › Pictures ›
Search Pictures
Organise
New folder
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Camera Roll
Saved Pictures
Foto 001
Foto 002
Foto 003
Foto 004
Foto 005
Foto 006
File name:
All files
Choose picture
Cancel

Step 3

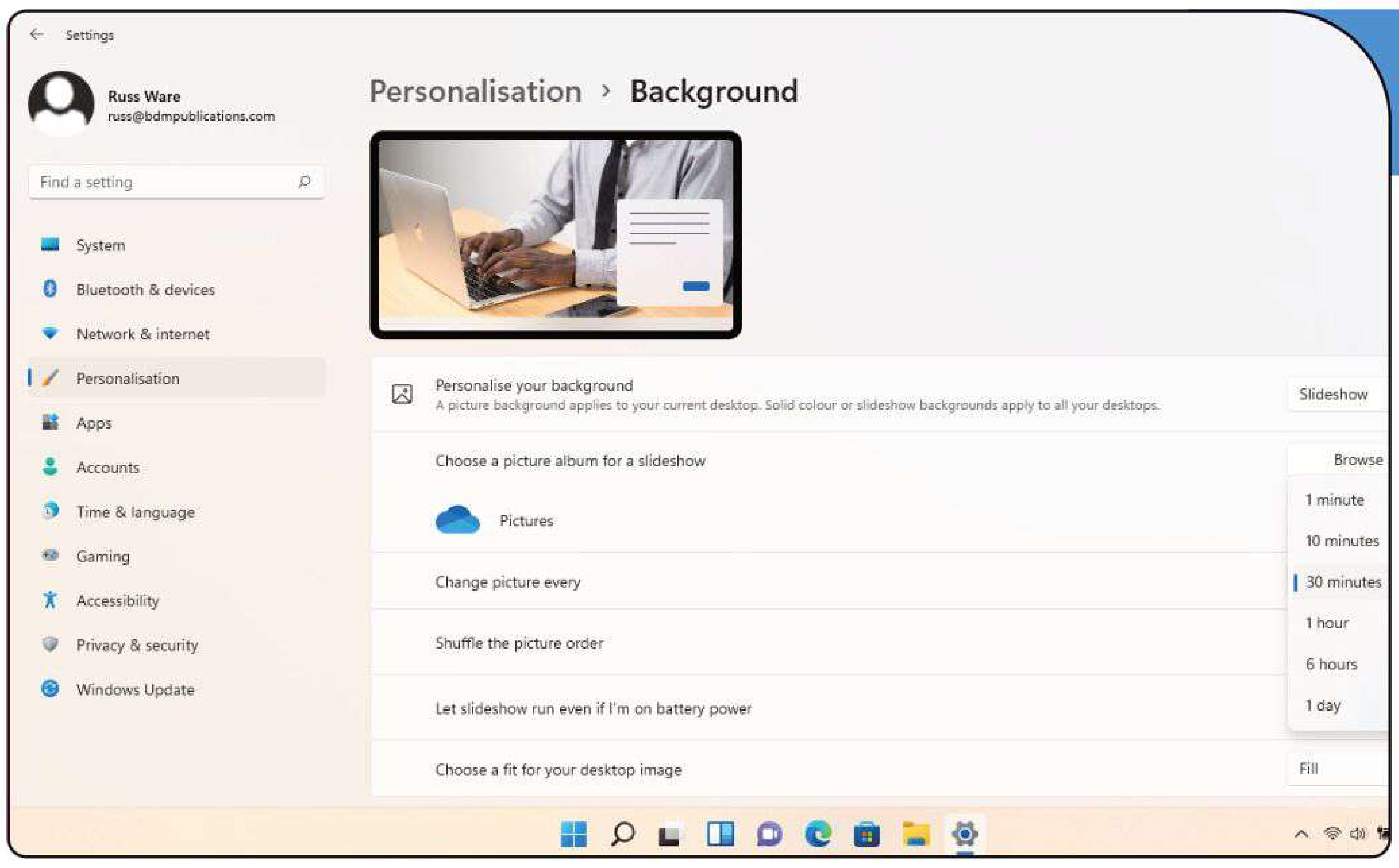
To select your own pictures for the background, click on Browse photos in the Choose a photo section and navigate to the folder containing the images you want to use. For best results, use pictures that have the same aspect ratio (i.e. widescreen landscape), as your monitor screen.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Background
Personalise your background
Recent images
Choose a photo
Choose a fit for your desktop image
Related settings

A picture background applies to your current desktop. Solid colour or slideshow backgrounds apply to all your desktops.

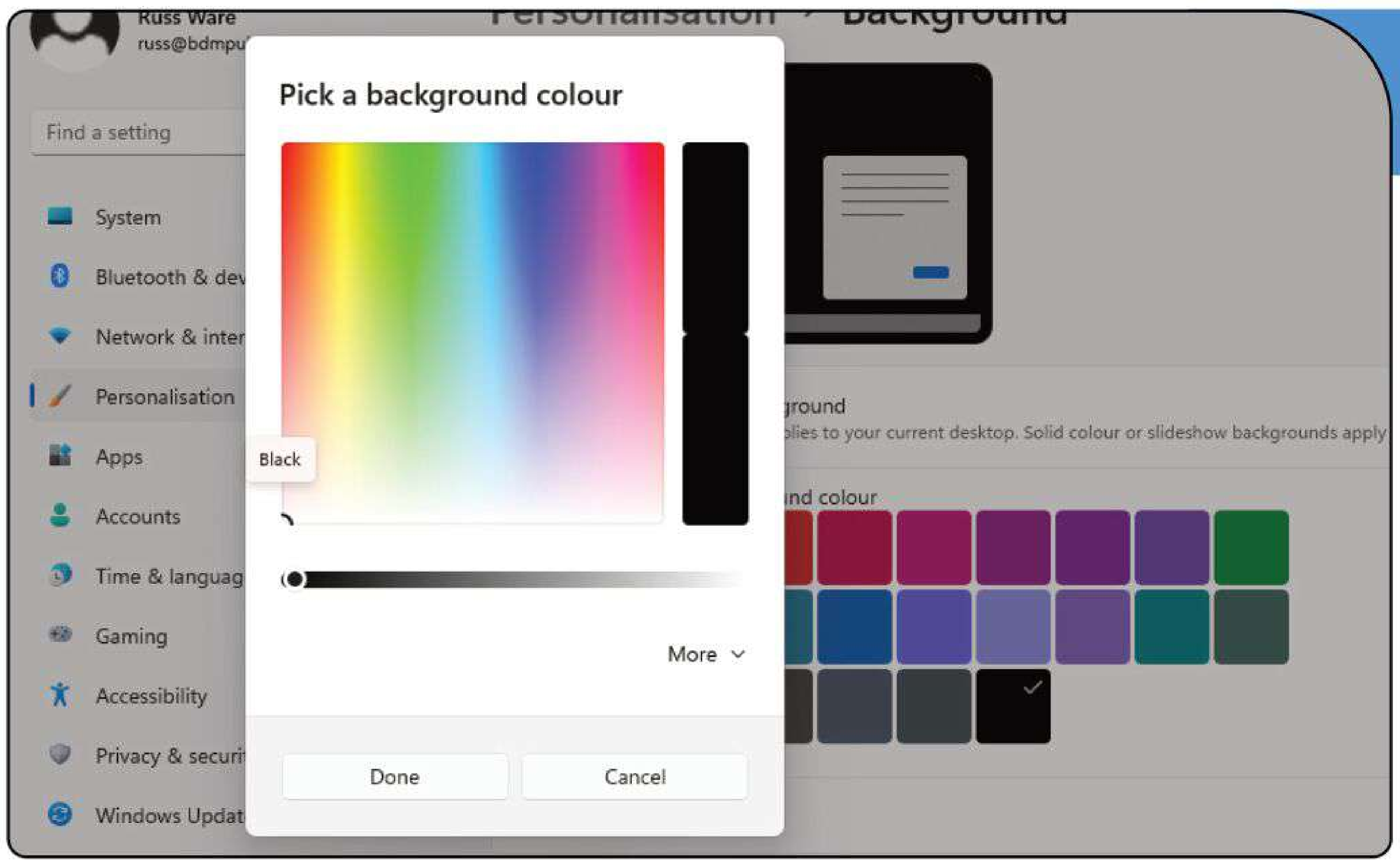
Step 4

To set a picture as your desktop background, simply click on it. It will instantly be set as your new desktop background image (a preview will display). The screen shows you the last five images used or you can click the Browse button to choose a new one from your folders.


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Background
Personalise your background
Slideshow
Choose a picture album for a slideshow
Browse
Pictures
Change picture every
1 minute
10 minutes
30 minutes
1 hour
6 hours
1 day
Shuffle the picture order
Let slideshow run even if I'm on battery power
Choose a fit for your desktop image
Fill

Step 5

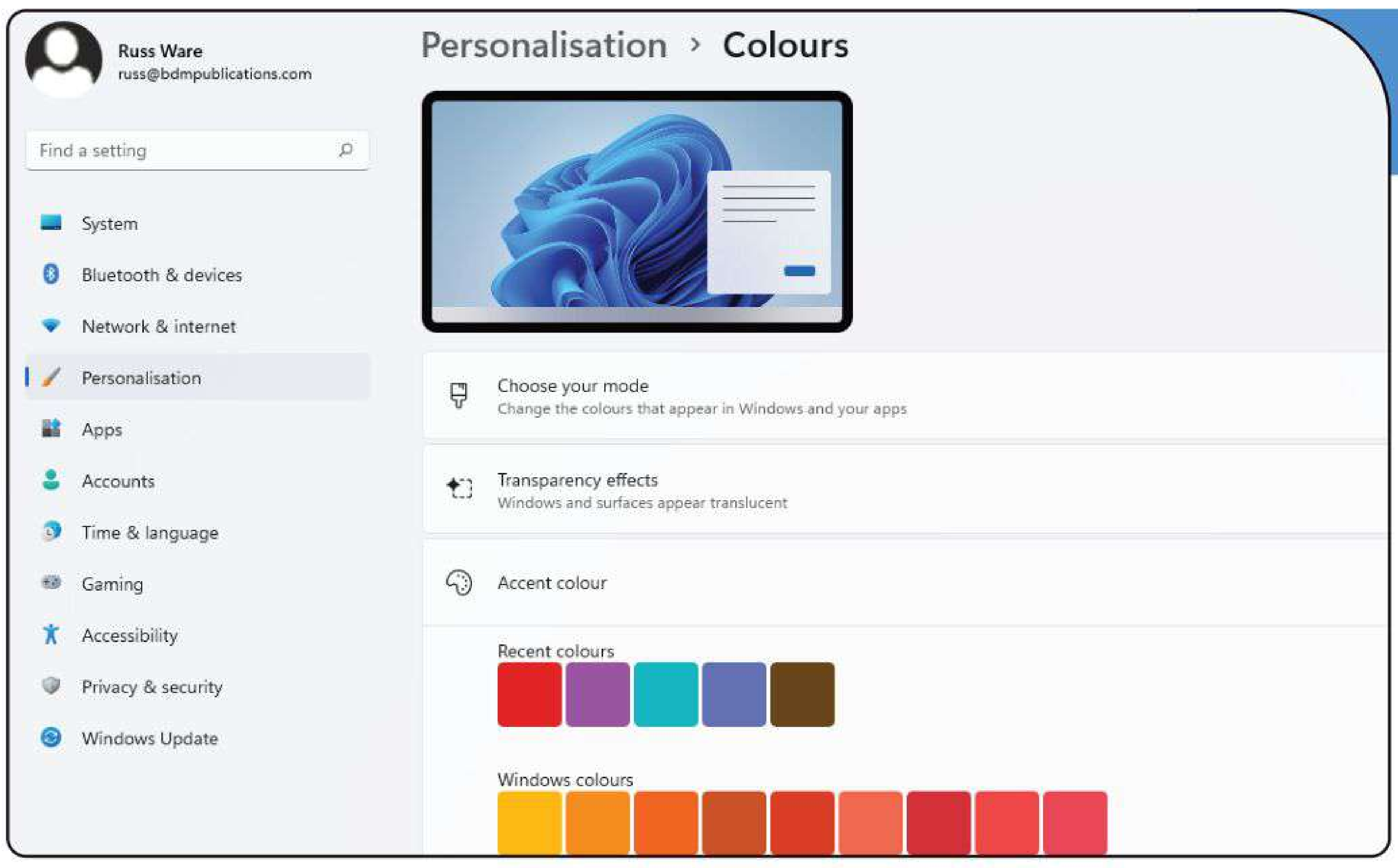
If you opt for Slideshow, you will see some additional options to choose from. You can set the interval for the slide show from the 'Change picture every' menu and decide how you'd like the images to fit on the screen by clicking the 'Choose a fit' menu.


Russ Ware
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Pick a background colour
Black
More
Done
Cancel

Step 6

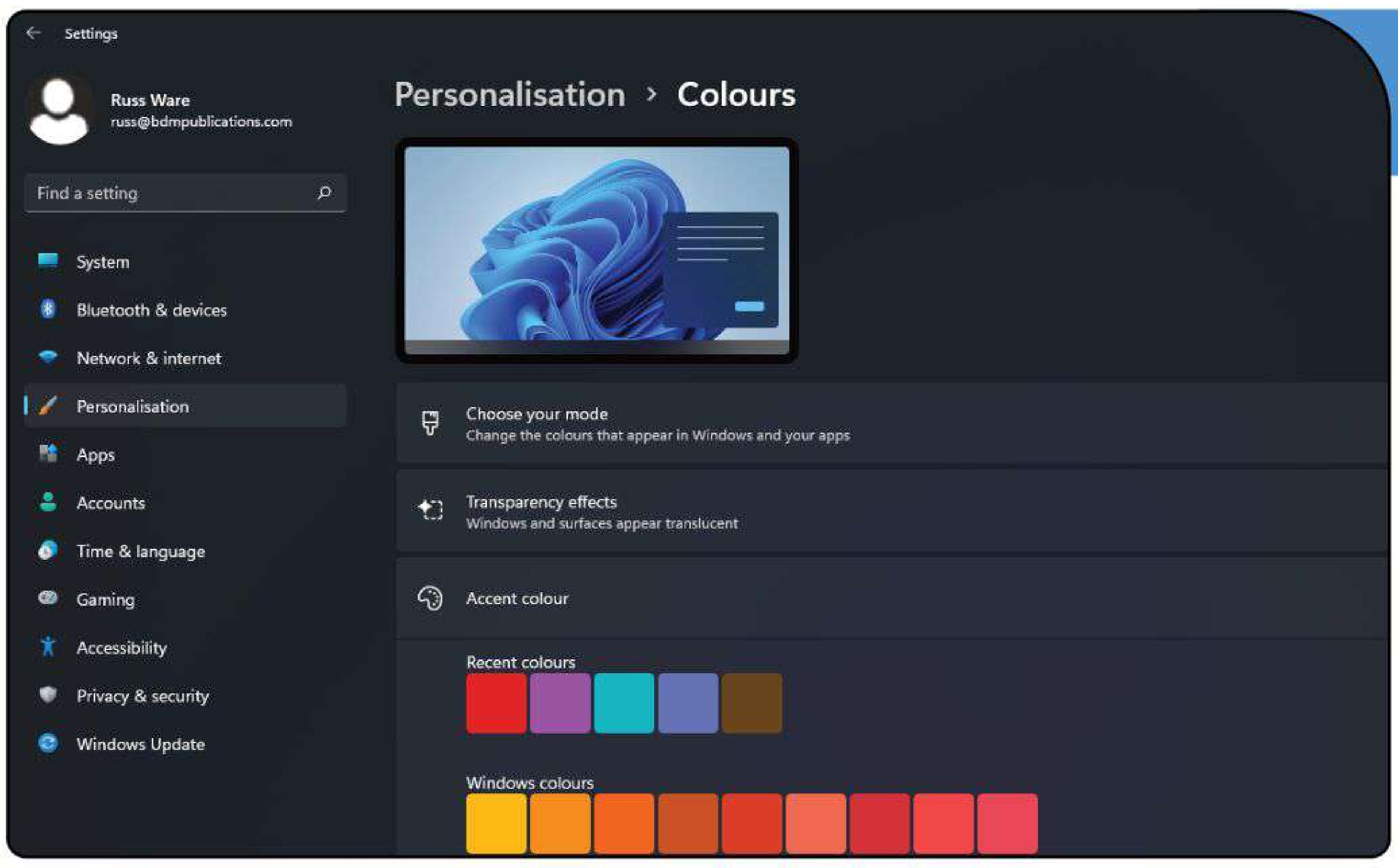
If you choose to set your desktop background as a solid colour, you will see a grid of about 25 colours that you can choose from. If you want to use a colour not shown in the grid, click on the View colours option and use the colour picker to select the exact colour you want to apply.

Setting Accent Colours


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Colours
Choose your mode
Change the colours that appear in Windows and your apps
Transparency effects
Windows and surfaces appear translucent
Accent colour
Recent colours
Windows colours

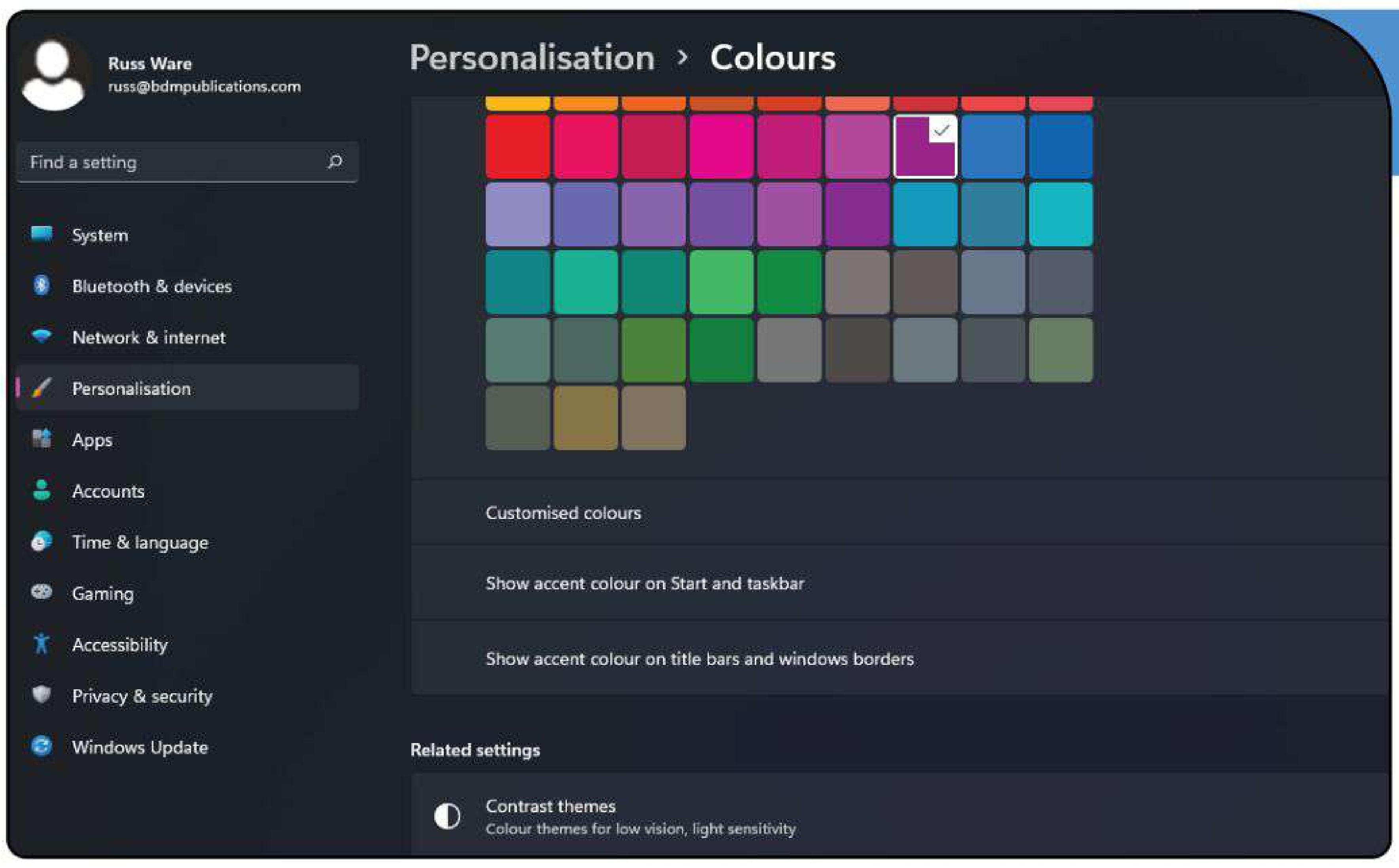
Step 1

Aside from the desktop background, you can also change the colour of the taskbar and the Start menu and other system components. Click on the Colours option in the main Settings sidebar. Here you will see several colour control options, including the option to choose light or dark mode.


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Colours
Choose your mode
Change the colours that appear in Windows and your apps
Transparency effects
Windows and surfaces appear translucent
Accent colour
Recent colours
Windows colours

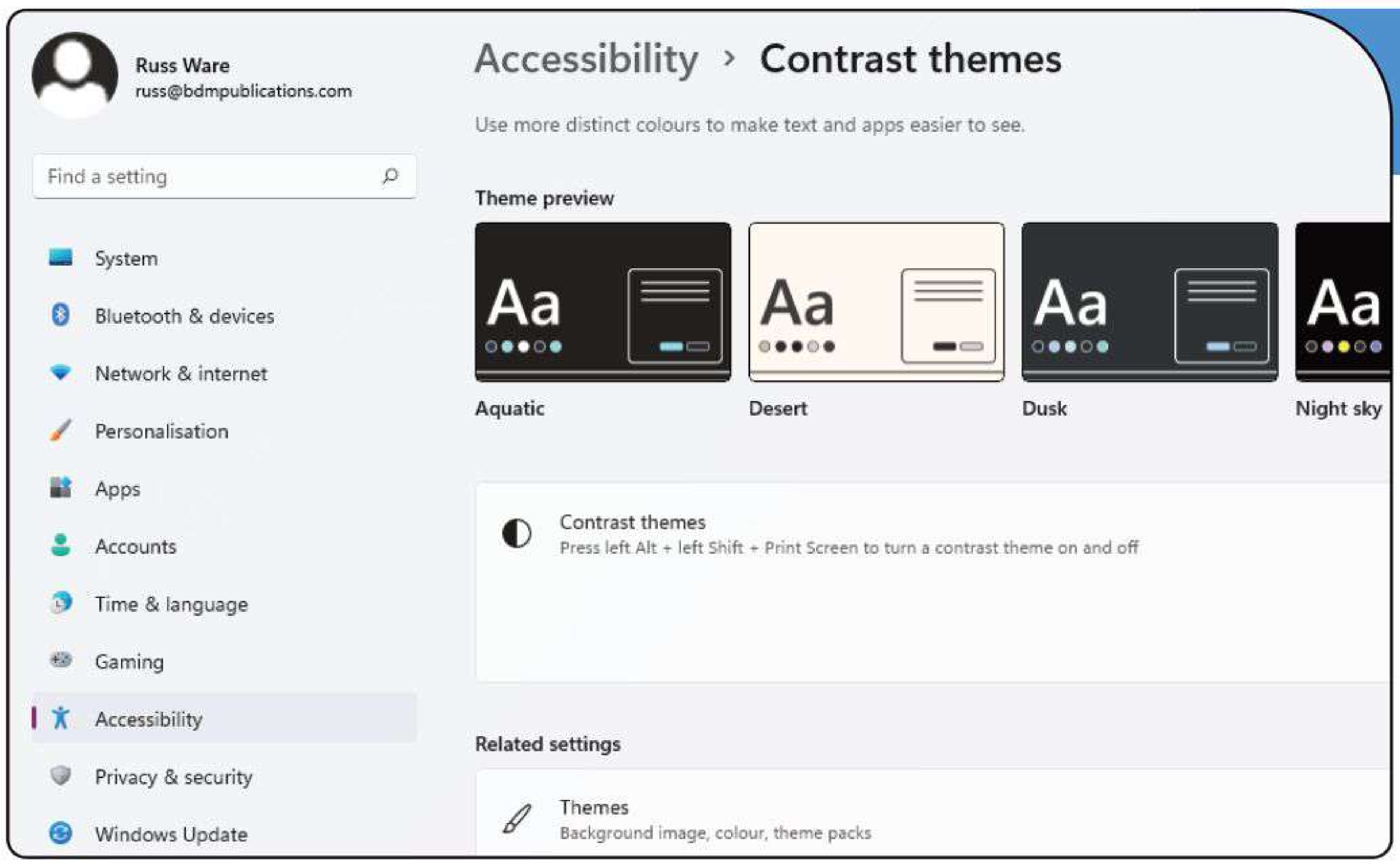
Step 2

Light mode is the default that Windows 11 is set to when installed. Select Dark mode to see an immediate and obvious change. Dark mode affects most menus like the taskbar, Start menu and folders etc. The third option is Custom, which lets you choose light/dark modes separately for system and apps.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Colours
Customised colours
Show accent colour on Start and taskbar
Show accent colour on title bars and windows borders
Related settings
Contrast themes
Colour themes for low vision, light sensitivity

Step 3

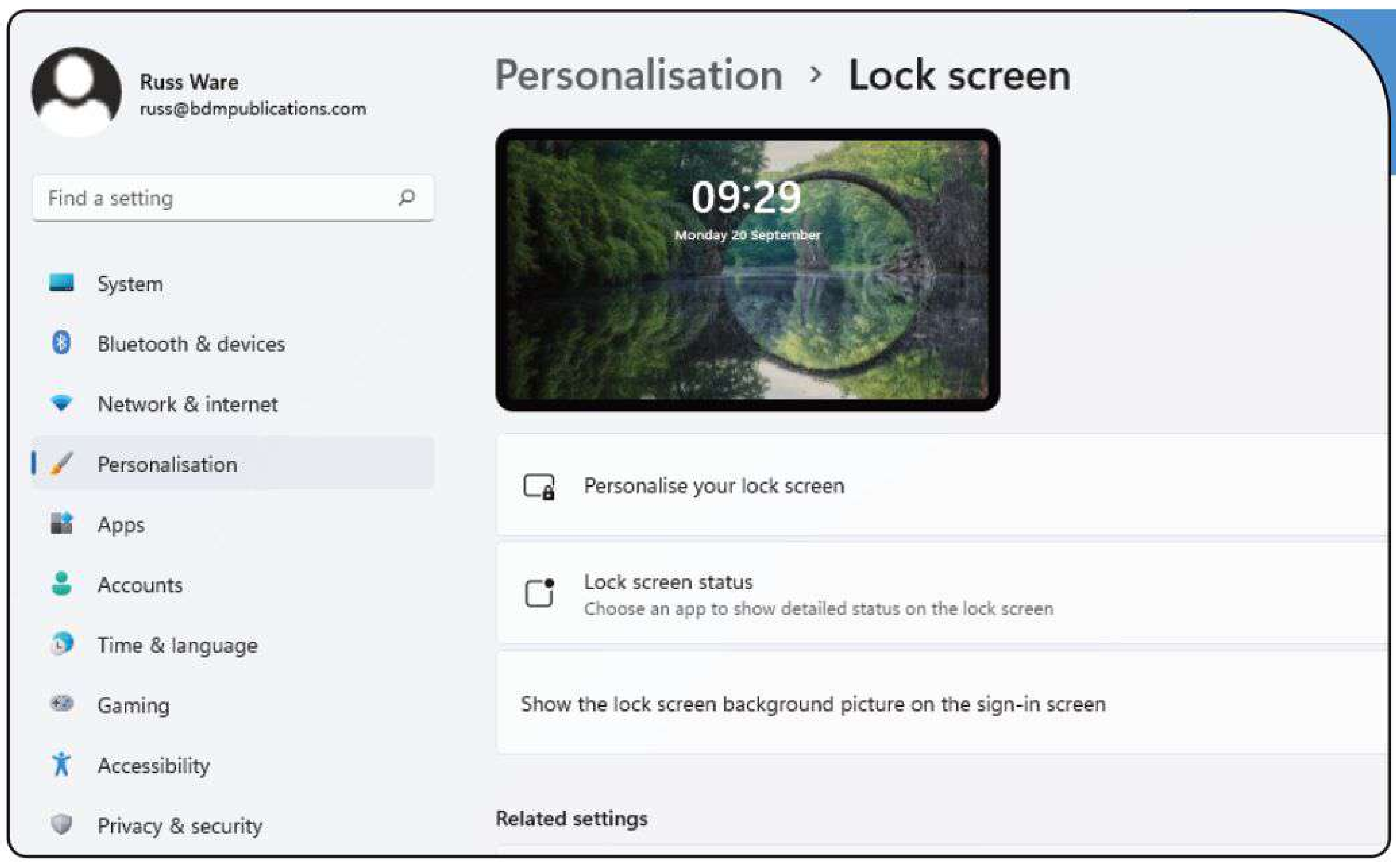
To apply a colour other than light or dark to the taskbar, Start menu and other accents, you need to first select Dark mode, then select a colour from the grid of colours and then select the option below that to "Show accent colour on Start and Taskbar". You can also apply it to title bars and borders.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Accessibility › Contrast themes
Use more distinct colours to make text and apps easier to see.
Theme preview
Aa
Aquatic
Aa
Desert
Aa
Dusk
Aa
Night sky
Contrast themes
Press left Alt + left Shift + Print Screen to turn a contrast theme on and off
Related settings
Themes
Background image, colour, theme packs

Step 4

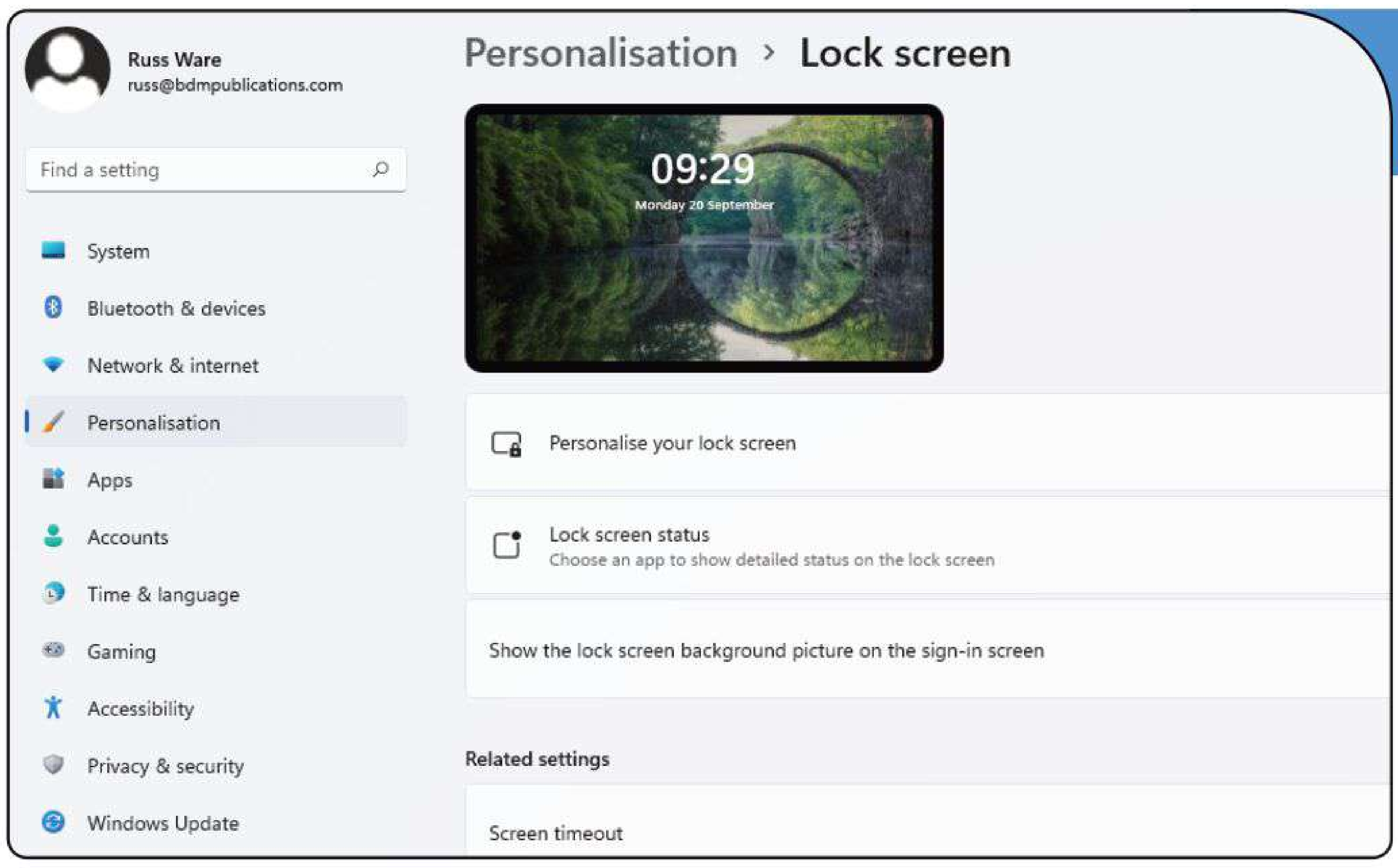
If you need to set the colour scheme to high contrast (if, for example, you have a vision impairment), you can access several preset colour themes from the Colours menu. You will see a preview of the different themes, and can then apply the one you like from the drop-down menu.

Lock Screen Customisation


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Personalisation › Lock screen
09:29
Monday 20 September
Personalise your lock screen
Lock screen status
Choose an app to show detailed status on the lock screen
Show the lock screen background picture on the sign-in screen
Related settings

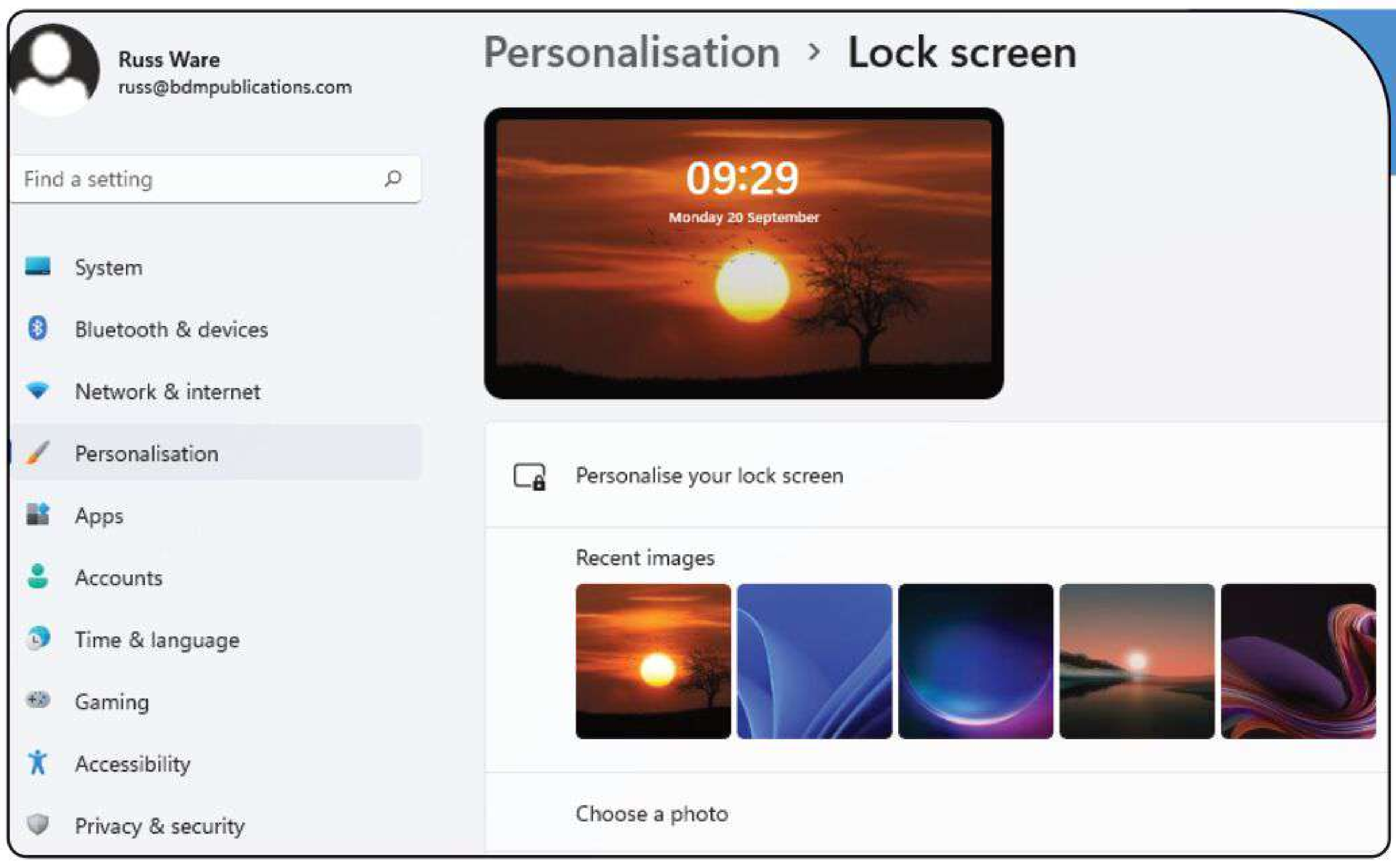
Step 1

The lock screen is enabled by default (as it was in Windows 10) and displays an image and can also display information from one of the built-in Windows apps. To start customising the lock screen, open the main settings, click Personalisation and then Lock Screen.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Windows Update
Personalisation › Lock screen
09:29
Monday 20 September
Personalise your lock screen
Lock screen status
Choose an app to show detailed status on the lock screen
Show the lock screen background picture on the sign-in screen
Related settings
Screen timeout

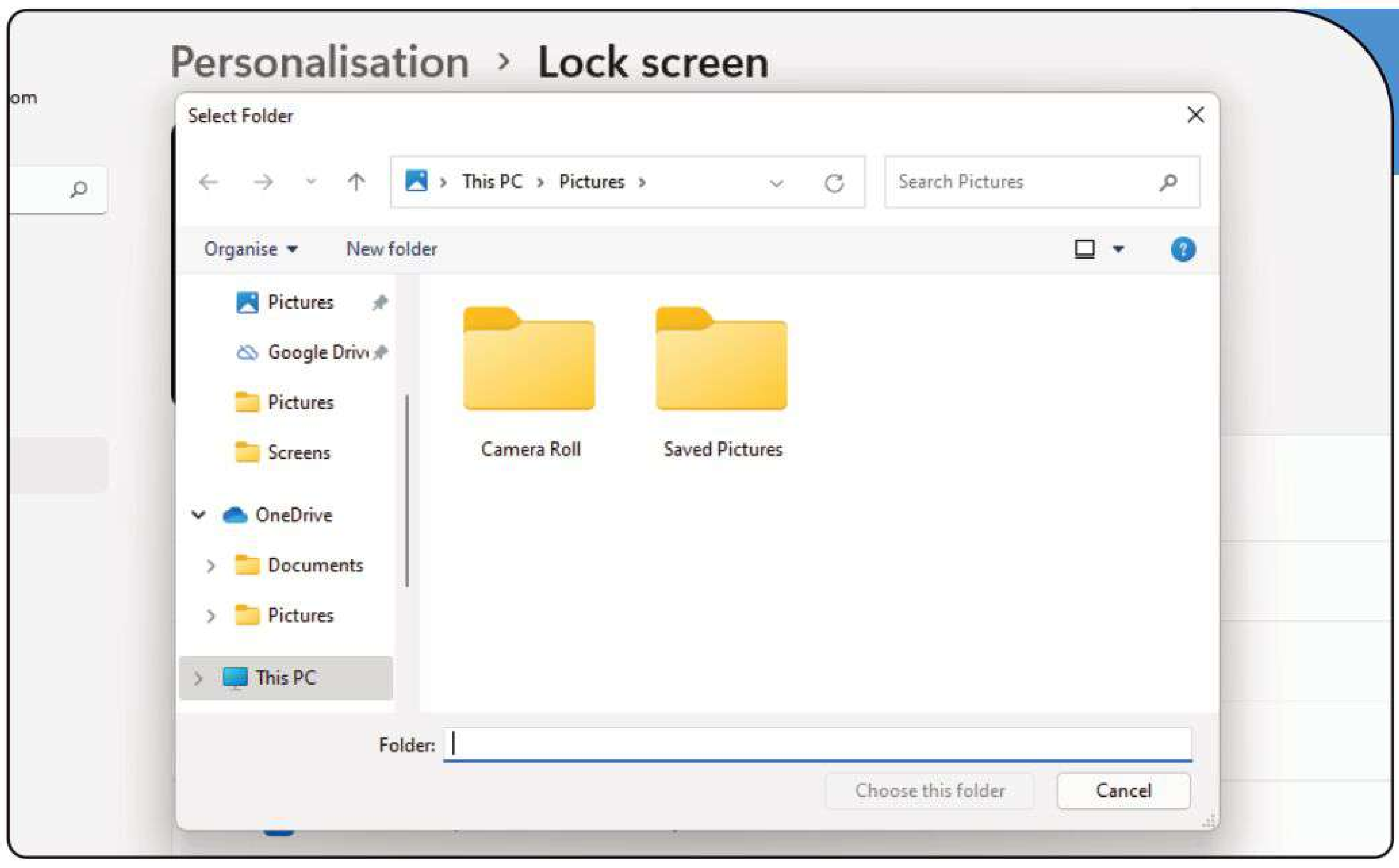
Step 2

The first thing to choose is whether to display one of your own images, a slideshow of images or something from Windows Spotlight. If you choose either of the first two of these, more options will appear to select the images you want to use (single or multiple).


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Personalisation › Lock screen
09:29
Monday 20 September
Personalise your lock screen
Recent images
Choose a photo

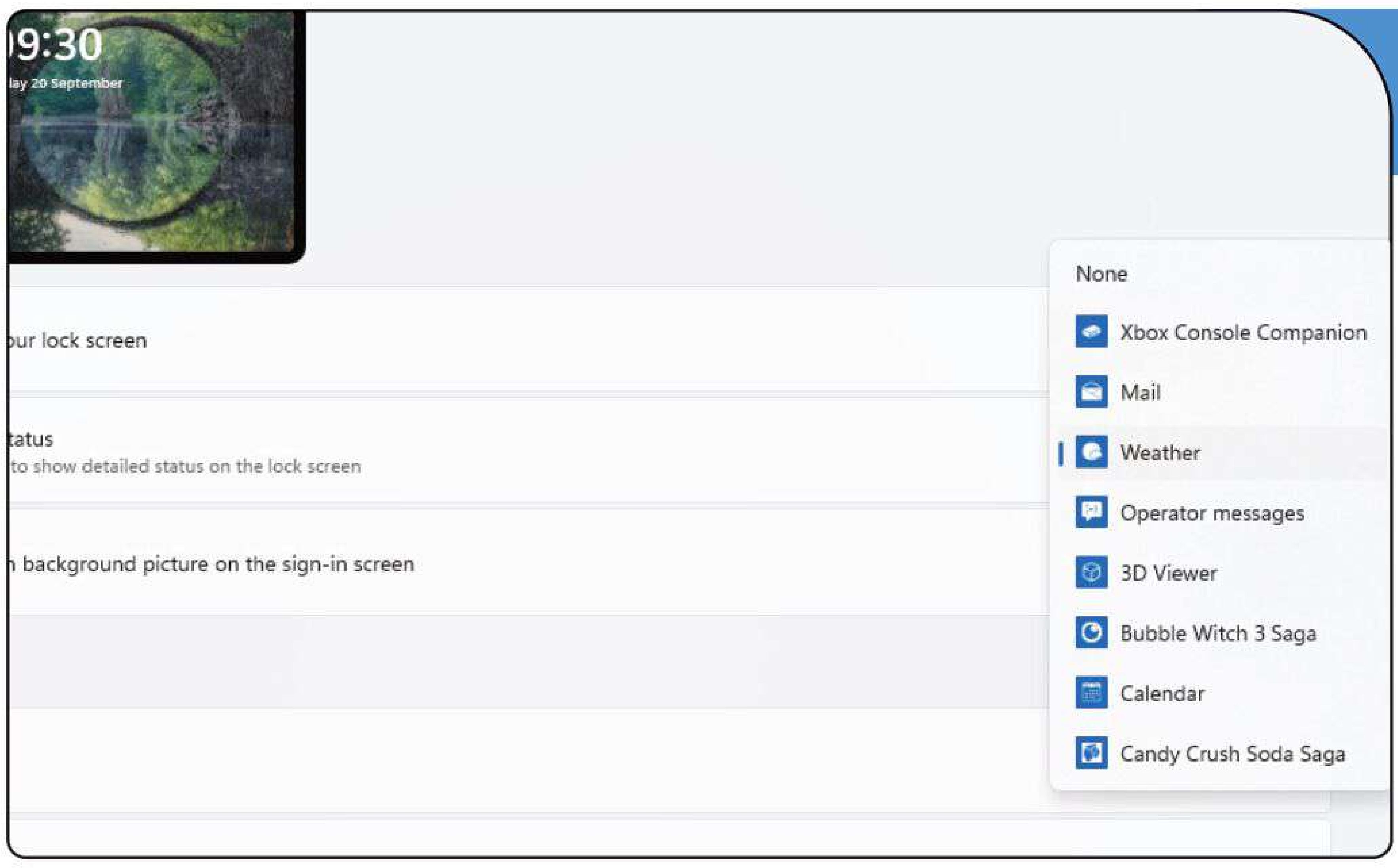
Step 3

If you choose to apply one of your images, some recently used pictures will appear, along with a link to browse your PC for more. When you select an image, it will appear in the recently used panel. You can choose to have facts, tips and tricks displayed over the image, just like with Windows Spotlight.


Personalisation › Lock screen
Select Folder
This PC › Pictures ›
Search Pictures
Organise
New folder
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
This PC
Camera Roll
Saved Pictures
Folder:
Choose this folder
Cancel

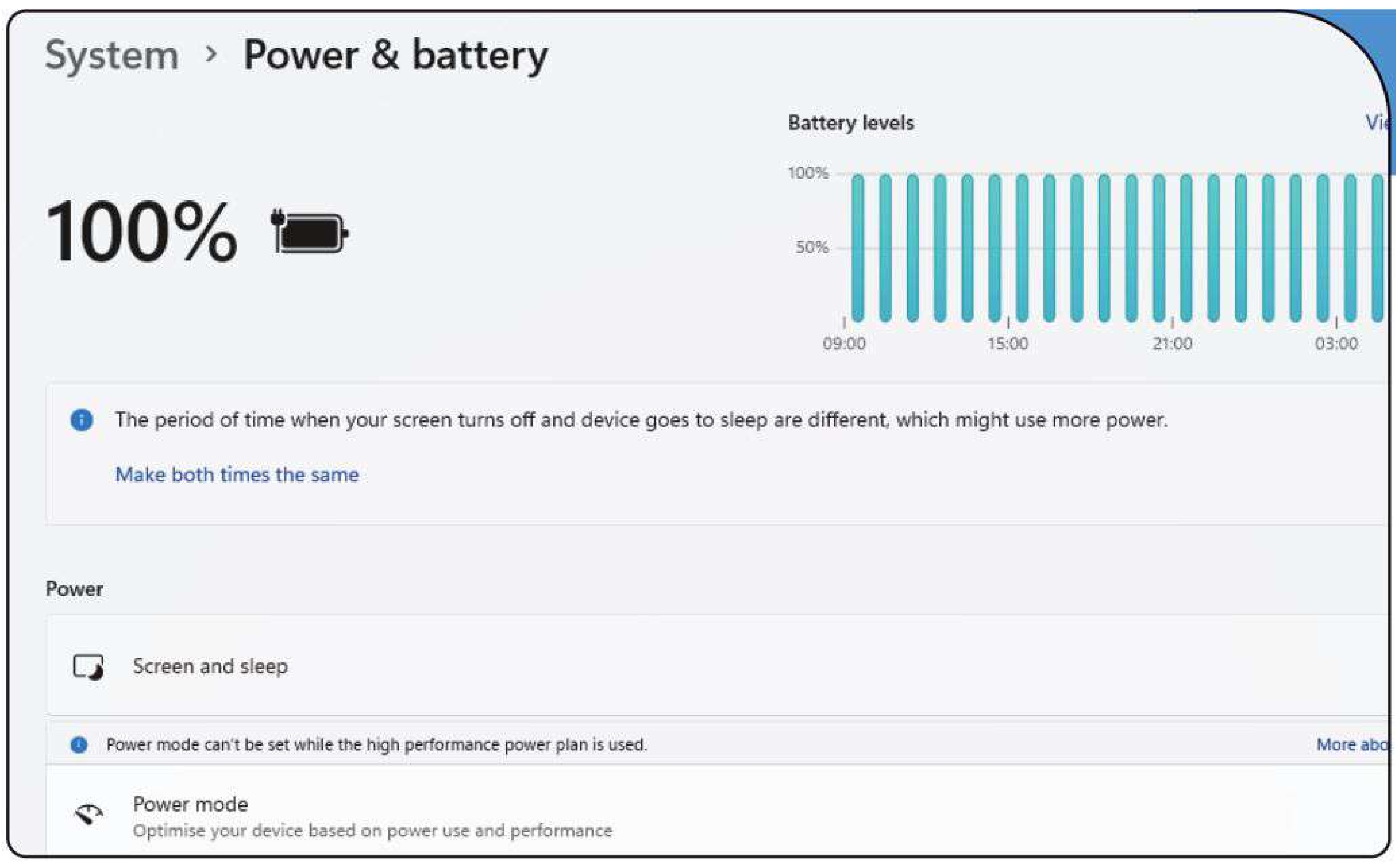
Step 4

If you choose to set the lock screen as a slideshow, you will see the option to add a folder of images rather than just one. You can use an existing folder (such as Pictures), or you can create one. There are several advanced settings for a slideshow, including only using images that fit the screen.


9:30
ay 20 September
ur lock screen
tatus
to show detailed status on the lock screen
background picture on the sign-in screen
None
Xbox Console Companion
Mail
Weather
Operator messages
3D Viewer
Bubble Witch 3 Saga
Calendar
Candy Crush Soda Saga

Step 5

You can add an app status to the lock screen which will show some information from the app you chose. The available apps will vary if you have removed or added some, but should include Weather, Mail, Calendar, Operator Messages and more. You can only add one app.


System › Power & battery
100%
Battery levels
100%
50%
09:00
15:00
21:00
03:00
Vi
Power
Screen and sleep
More abo

The period of time when your screen turns off and device goes to sleep are different, which might use more power.

Make both times the same

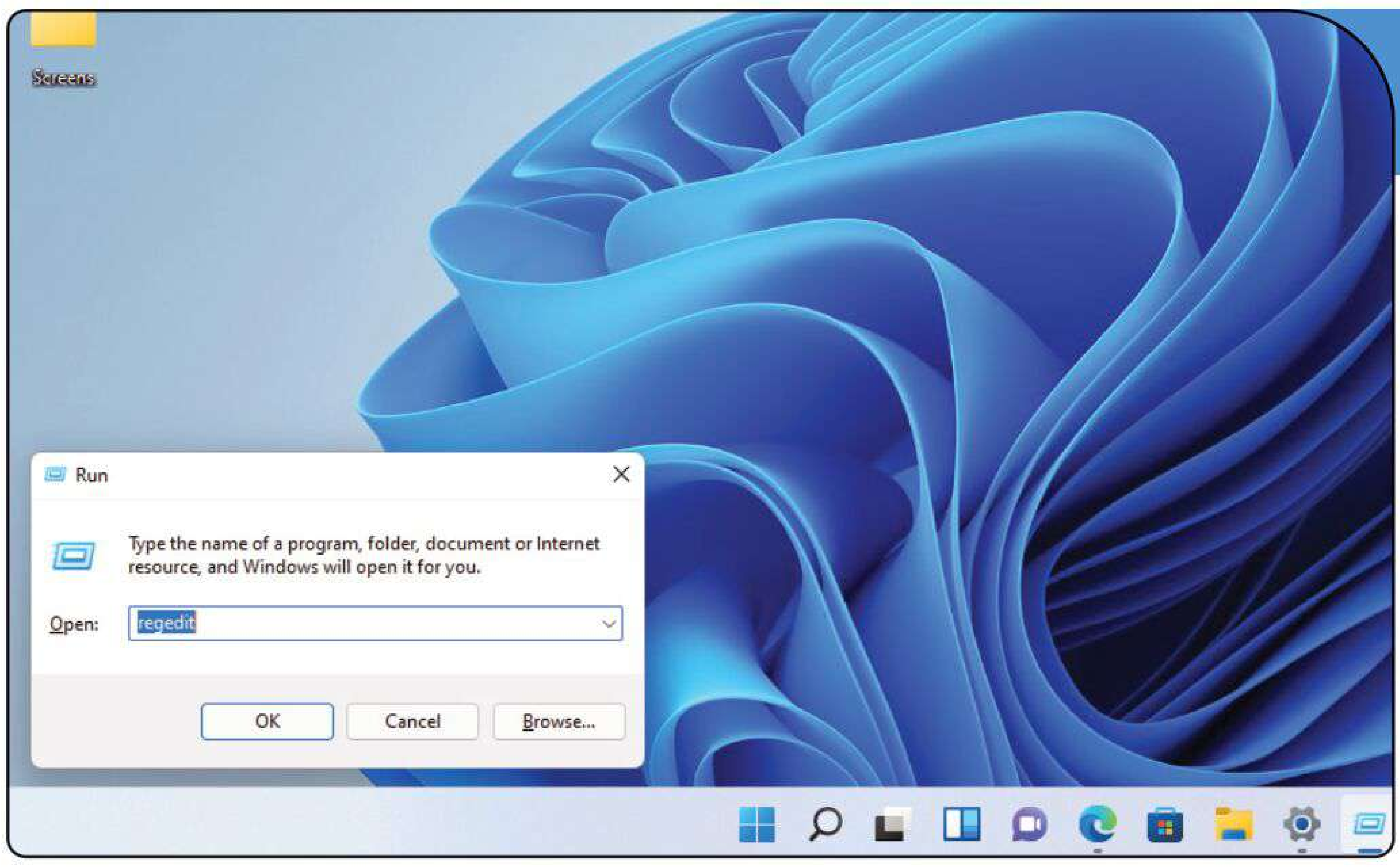
Power mode can't be set while the high performance power plan is used.

Power mode
Optimise your device based on power use and performance

Step 6

Also in the Lock Screen personalisation section is a Related settings section. Here you will find links to the screen timeout and screen saver settings. The settings you choose there will depend on your personal preference and also on your computer location (for security reasons).

Disable the Lock Screen

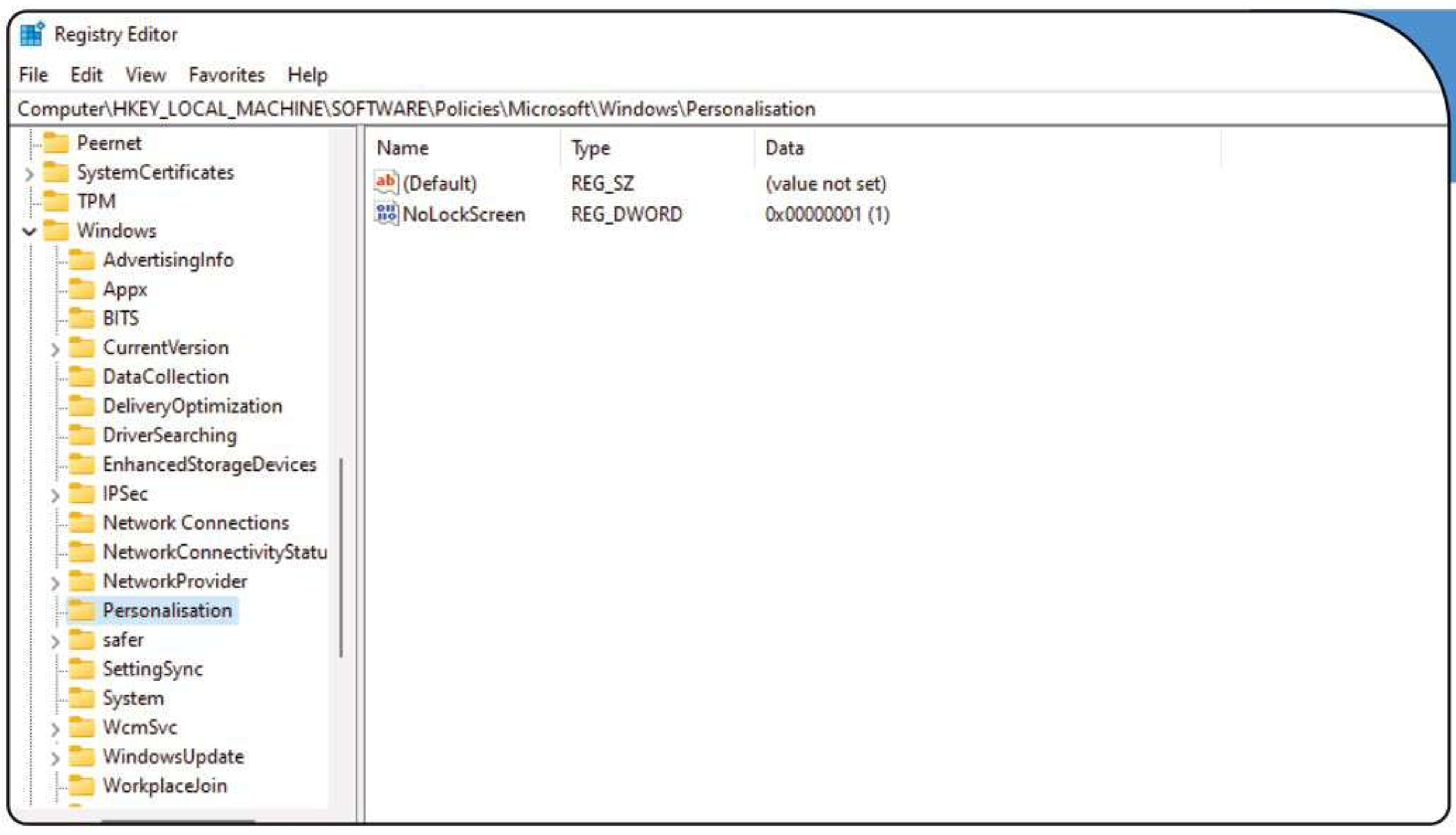

Screens
Run
OK
Cancel
Browse...

Type the name of a program, folder, document or Internet resource, and Windows will open it for you.

Open: regedit

Step 1

To access the Registry, press the Windows key + R, enter regedit, and then click OK. With the Registry open, navigate to HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Microsoft\Windows\. Right-click the final Windows folder and click New > Key.


Registry Editor
File
Edit
View
Favorites
Help
Peernet
SystemCertificates
TPM
Windows
AdvertisingInfo
Appx
BITS
CurrentVersion
DataCollection
DeliveryOptimization
DriverSearching
EnhancedStorageDevices
IPSec
Network Connections
NetworkConnectivityStatu
NetworkProvider
Personalisation
safer
SettingSync
System
WcmSvc
WindowsUpdate
WorkplaceJoin

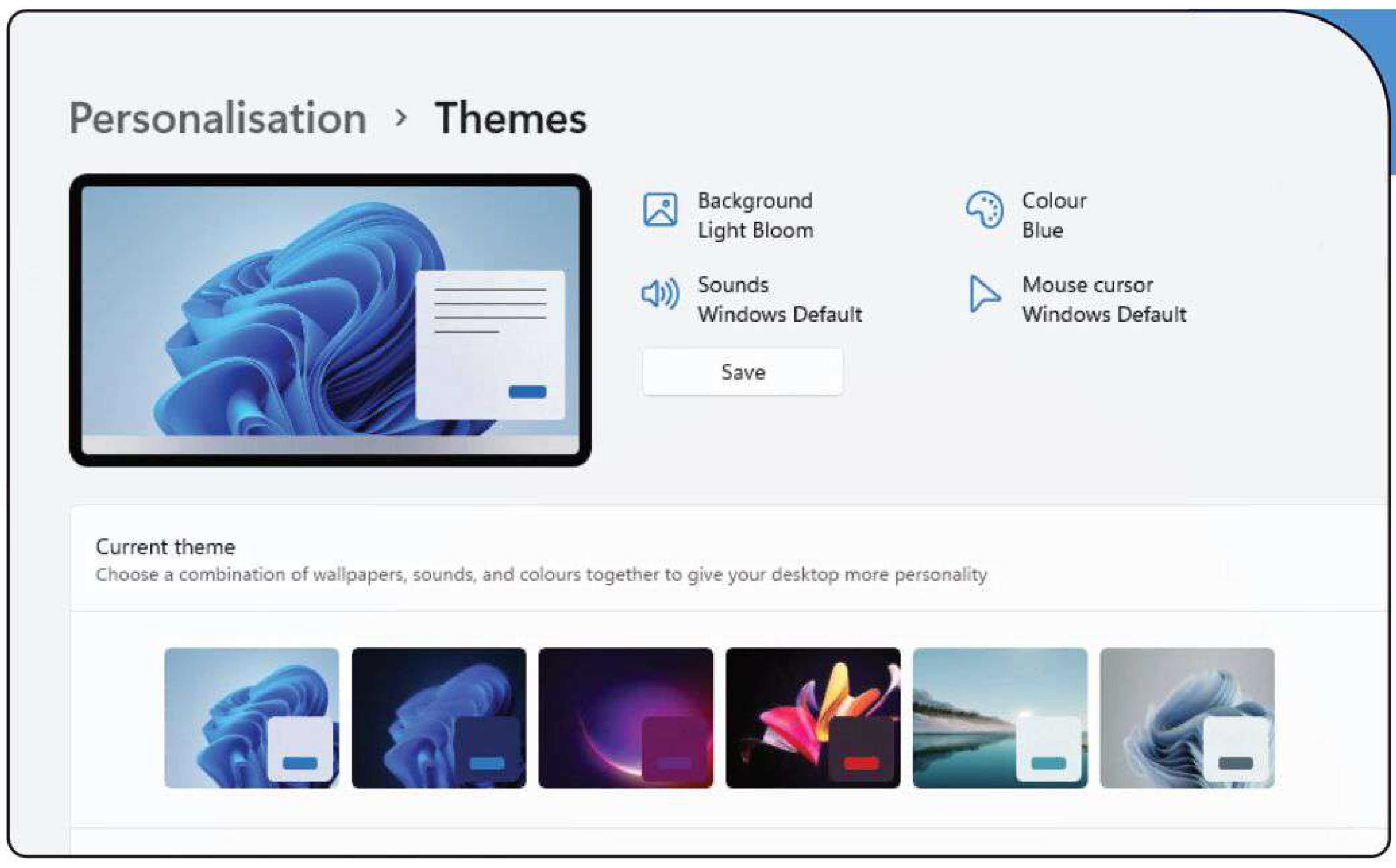
Computer\HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Microsoft\Windows\Personalisation

Name	Type	Data
(Default)	REG_SZ	(value not set)
NoLockScreen	REG_DWORD	0x00000001 (1)

Step 2

Name this new key "Personalisation" and then navigate inside it. Right-click inside the right-hand pane and select New > DWORD (32-bit) Value. Name it "NoLockScreen". Then double click this new value and change the Value data to 1. Then click OK and exit the Registry Editor.

Adding New Themes


Personalisation › Themes
Save
Current theme
Choose a combination of wallpapers, sounds, and colours together to give your desktop more personality

Background
Light Bloom

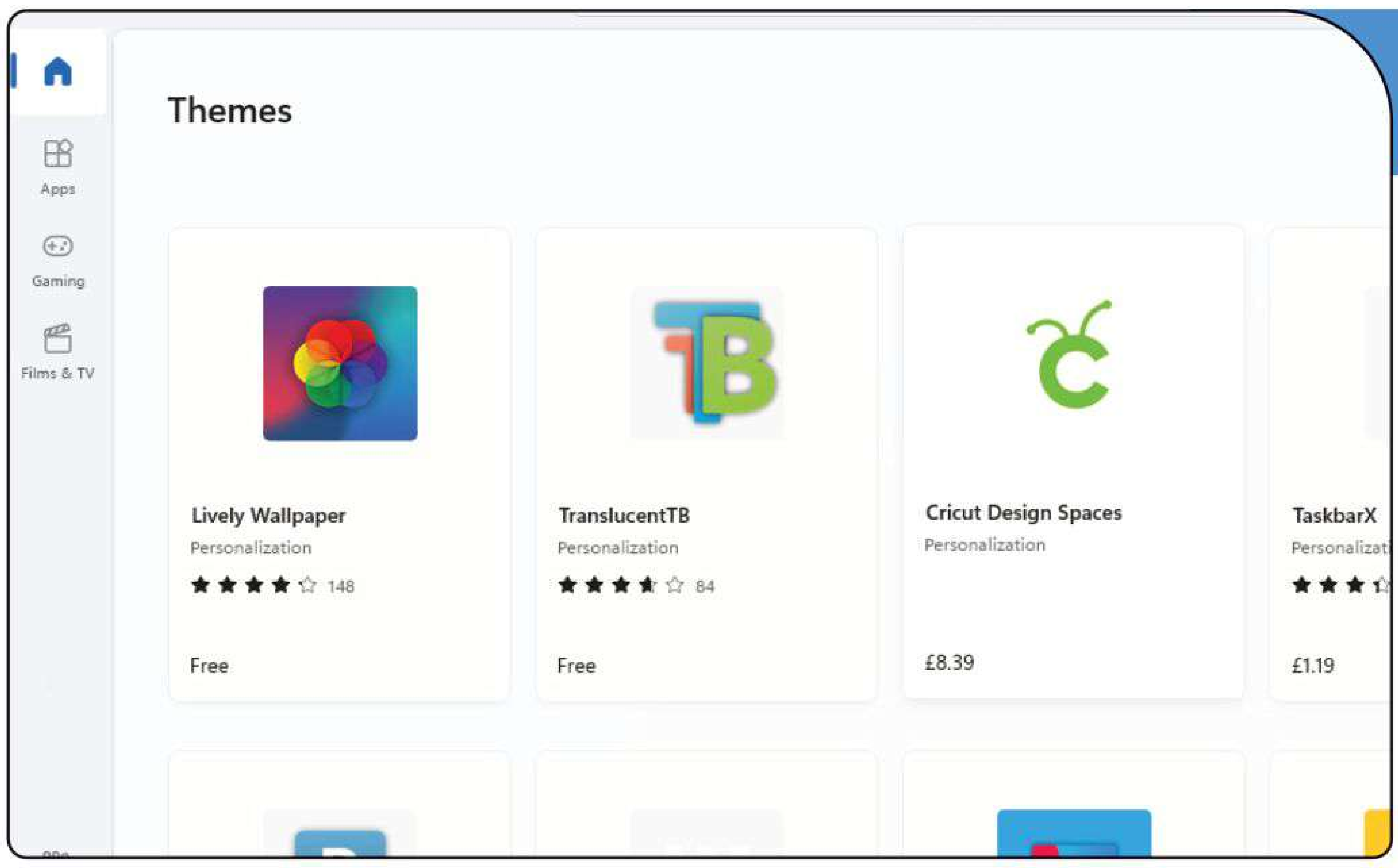
Colour
Blue

Sounds
Windows Default

Mouse cursor
Windows Default

Step 1

You can find new themes in a couple of ways: Open the Microsoft Store app and search for themes, or open the main settings app, go to Personalisation and then click on the themes option. Here you will see a link to "Get more themes…".


Themes
Apps
Gaming
Films & TV

Lively Wallpaper
Personalization
148
Free

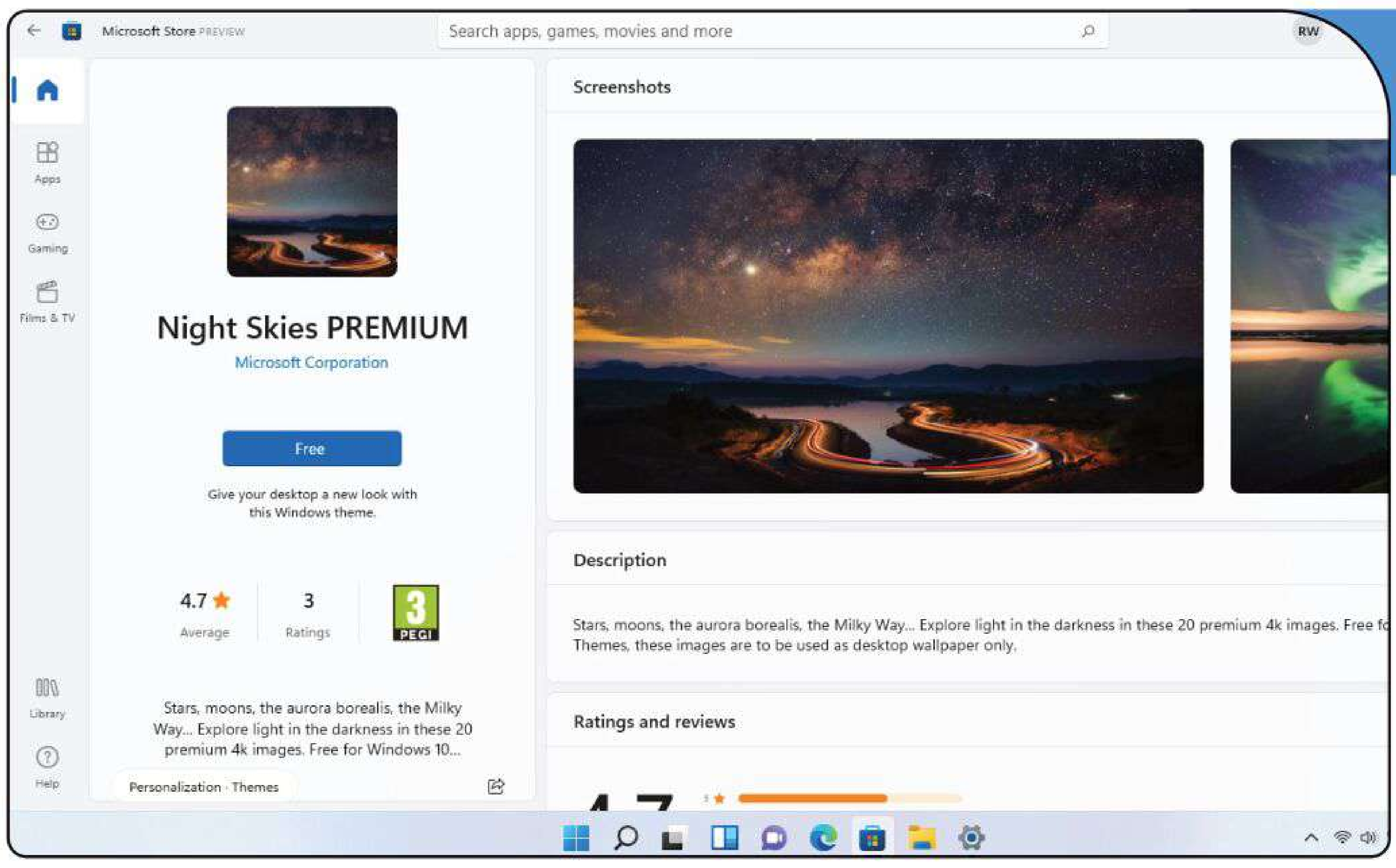
TranslucentTB
Personalization
84
Free

Cricut Design Spaces
Personalization
£8.39

TaskbarX
£1.19

Step 2

Both of these actions should bring you to the same themes page. All themes have now been moved into the Windows Store app, rather than on a webpage. Themes are all listed under Personalisation in the Store, so you can also search for that if your themes search doesn't bring up the expected results.


Microsoft Store PREVIEW
Search apps, games, movies and more
RW
Apps
Gaming
Films & TV
Library
Help
Free
Screenshots
Description
Ratings and reviews

Night Skies PREMIUM
Microsoft Corporation

Give your desktop a new look with this Windows theme.

4.7 Average
3 Ratings

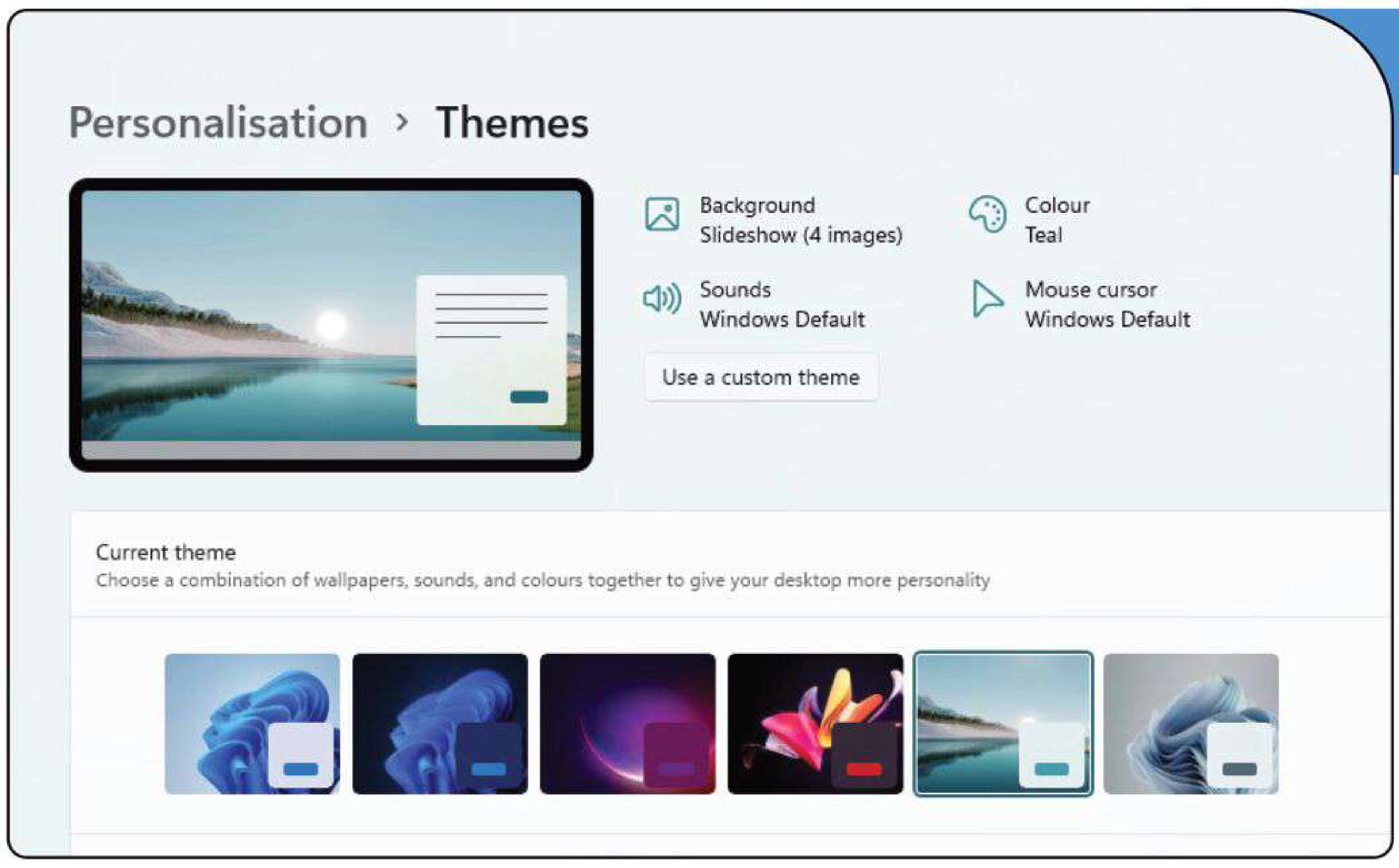
Stars, moons, the aurora borealis, the Milky Way... Explore light in the darkness in these 20 premium 4k images. Free for Windows 10...

Personalization · Themes

Stars, moons, the aurora borealis, the Milky Way... Explore light in the darkness in these 20 premium 4k images. Free fo Themes, these images are to be used as desktop wallpaper only.

Step 3

Each theme is displayed with a thumbnail and the number of images supplied shown. The Microsoft Store page also includes information about any other changes the theme will make, such as adding transparency effects or adding Lock Screen images. Download any you like the look of.


Personalisation › Themes
Use a custom theme
Current theme
Choose a combination of wallpapers, sounds, and colours together to give your desktop more personality

Background
Slideshow (4 images)

Colour
Teal

Sounds
Windows Default

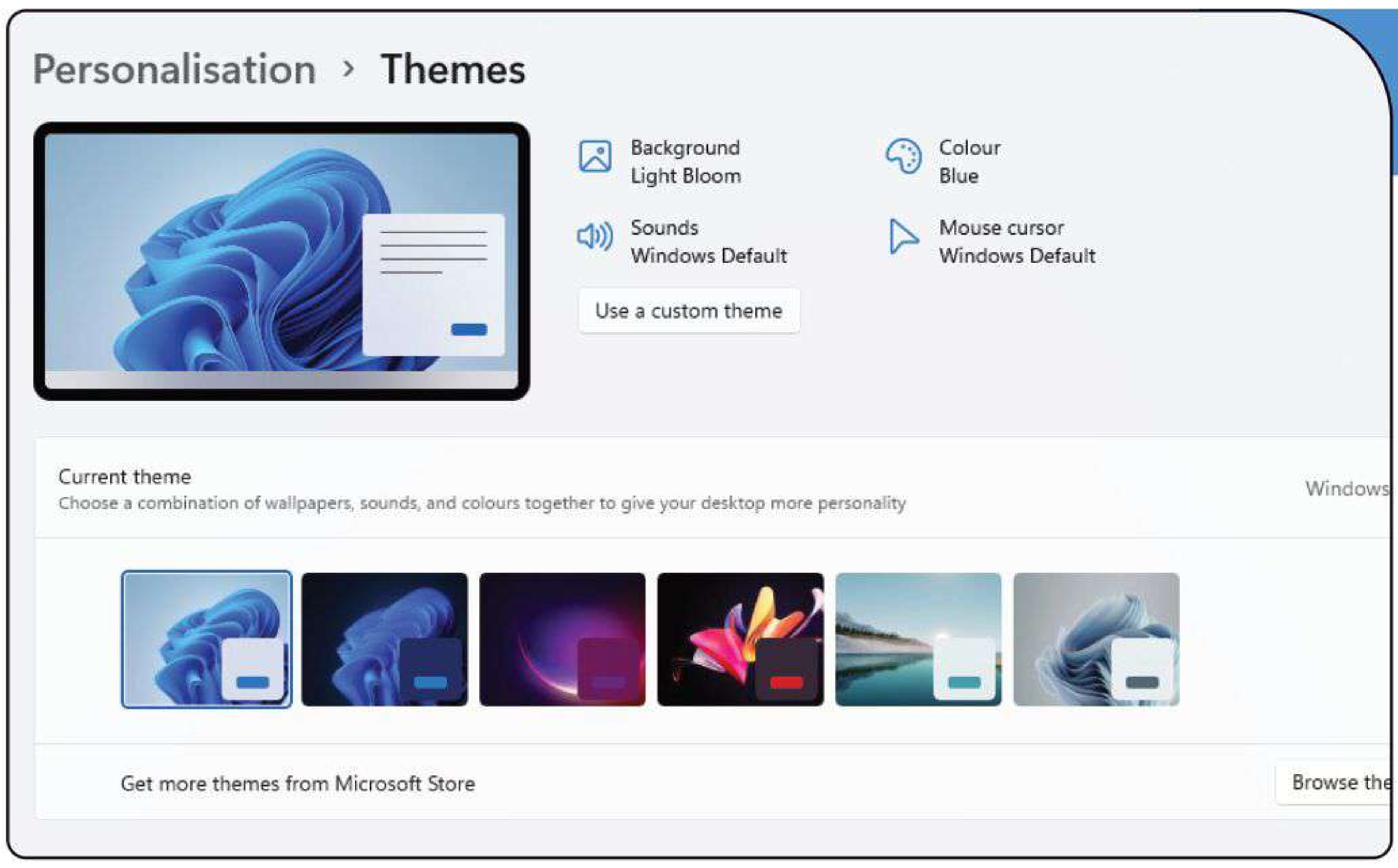
Mouse cursor
Windows Default

Step 4

Each theme applied can be customised further using the options in the Themes section. You can alter the background, colour, sounds and even the mouse cursor of any theme, making it completely unique to you. When you have chosen the changes, you will need to click Save Theme.

Modifying Themes

Step 1



Background
Light Bloom

Colour
Blue

Sounds
Windows Default

Mouse cursor
Windows Default

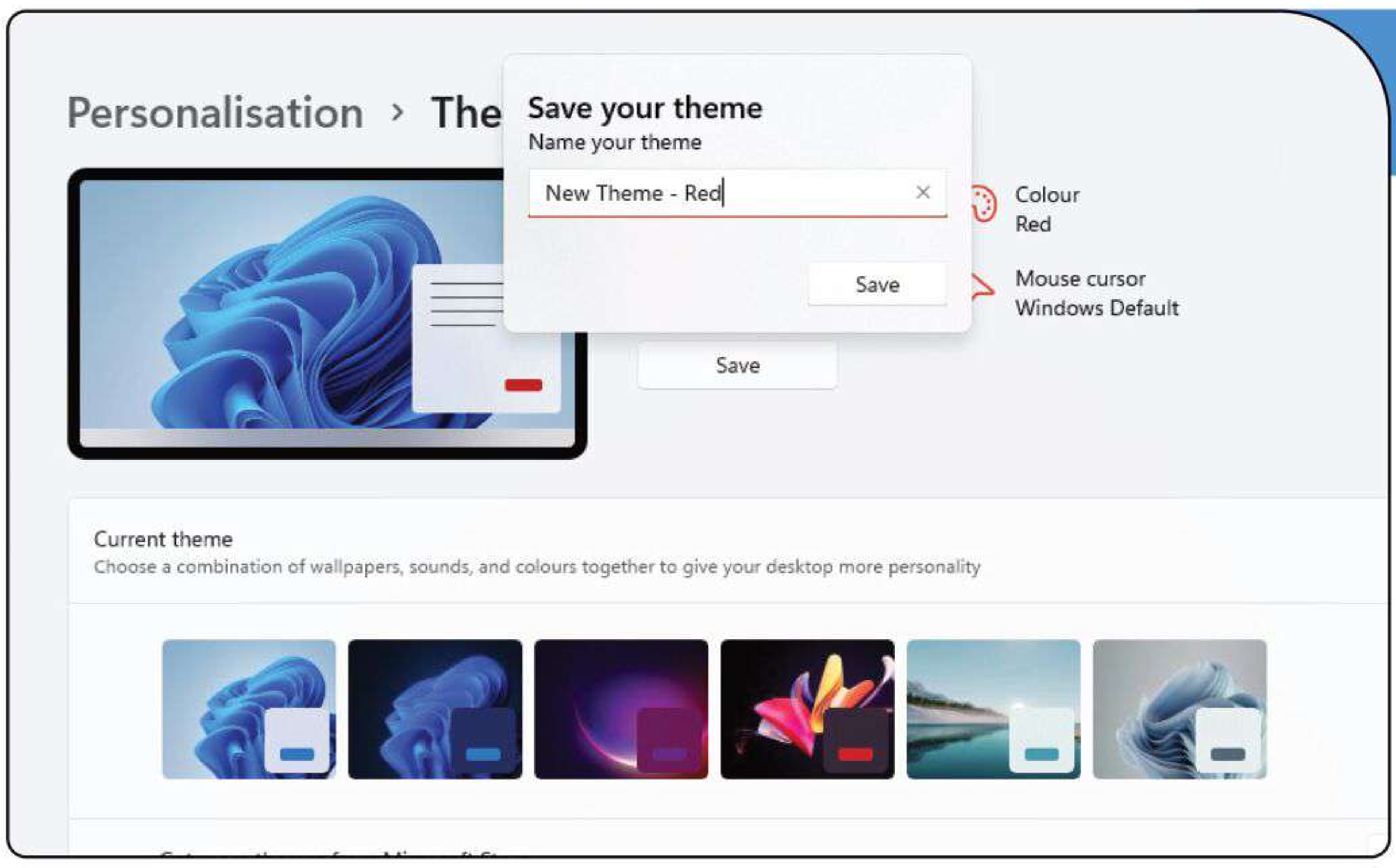
Current theme
Choose a combination of wallpapers, sounds, and colours together to give your desktop more personality

Windows

Get more themes from Microsoft Store

You can find the preset themes in Settings > Personalisation > Themes. The current theme is displayed at the top of the page, with details about background, colour, sounds and mouse cursor displayed next to it. Each of these details can be clicked to go to a section where you can edit it.

Step 2



Save your theme
Name your theme
New Theme - Red

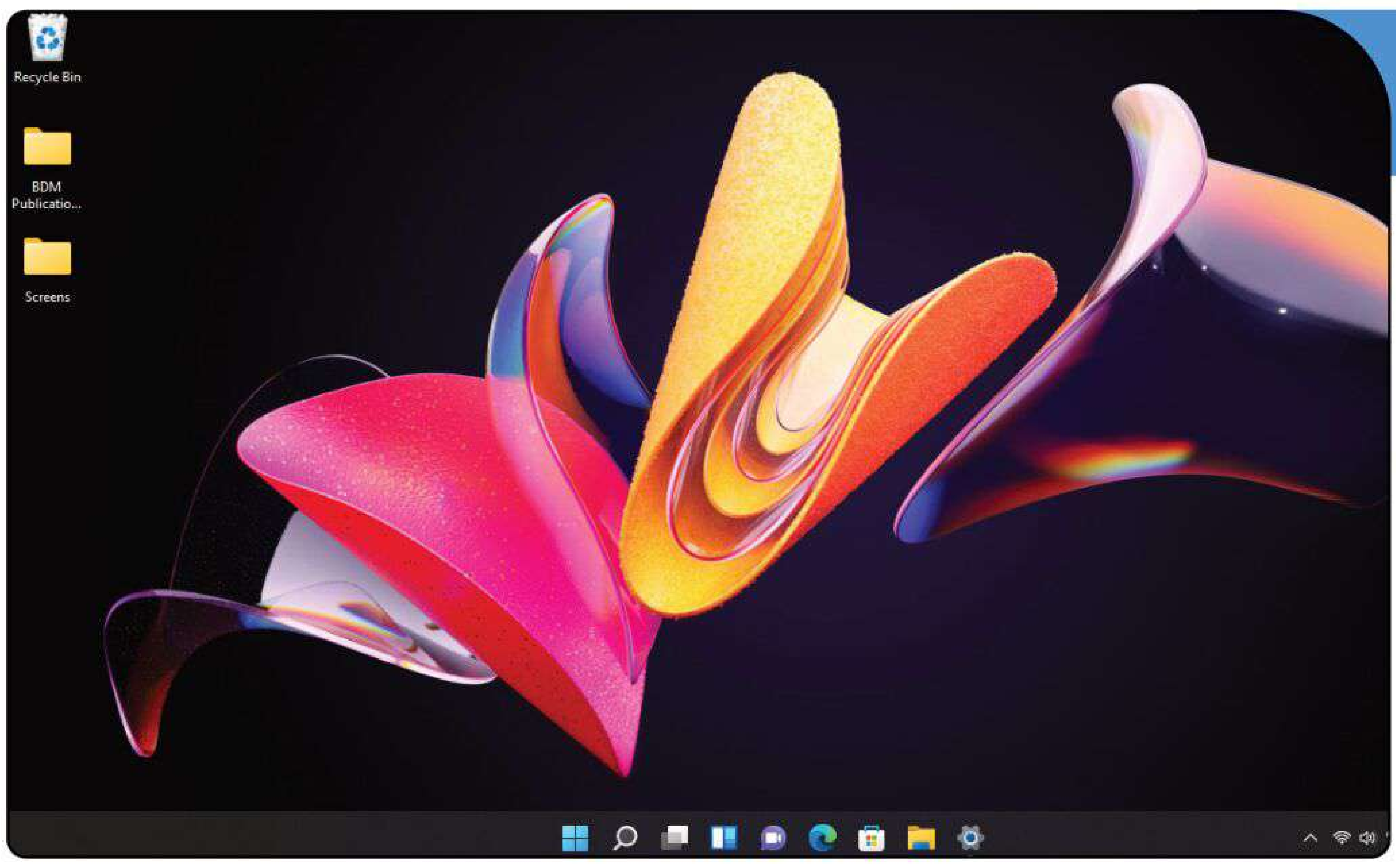
Colour
Red

Mouse cursor
Windows Default

Current theme
Choose a combination of wallpapers, sounds, and colours together to give your desktop more personality

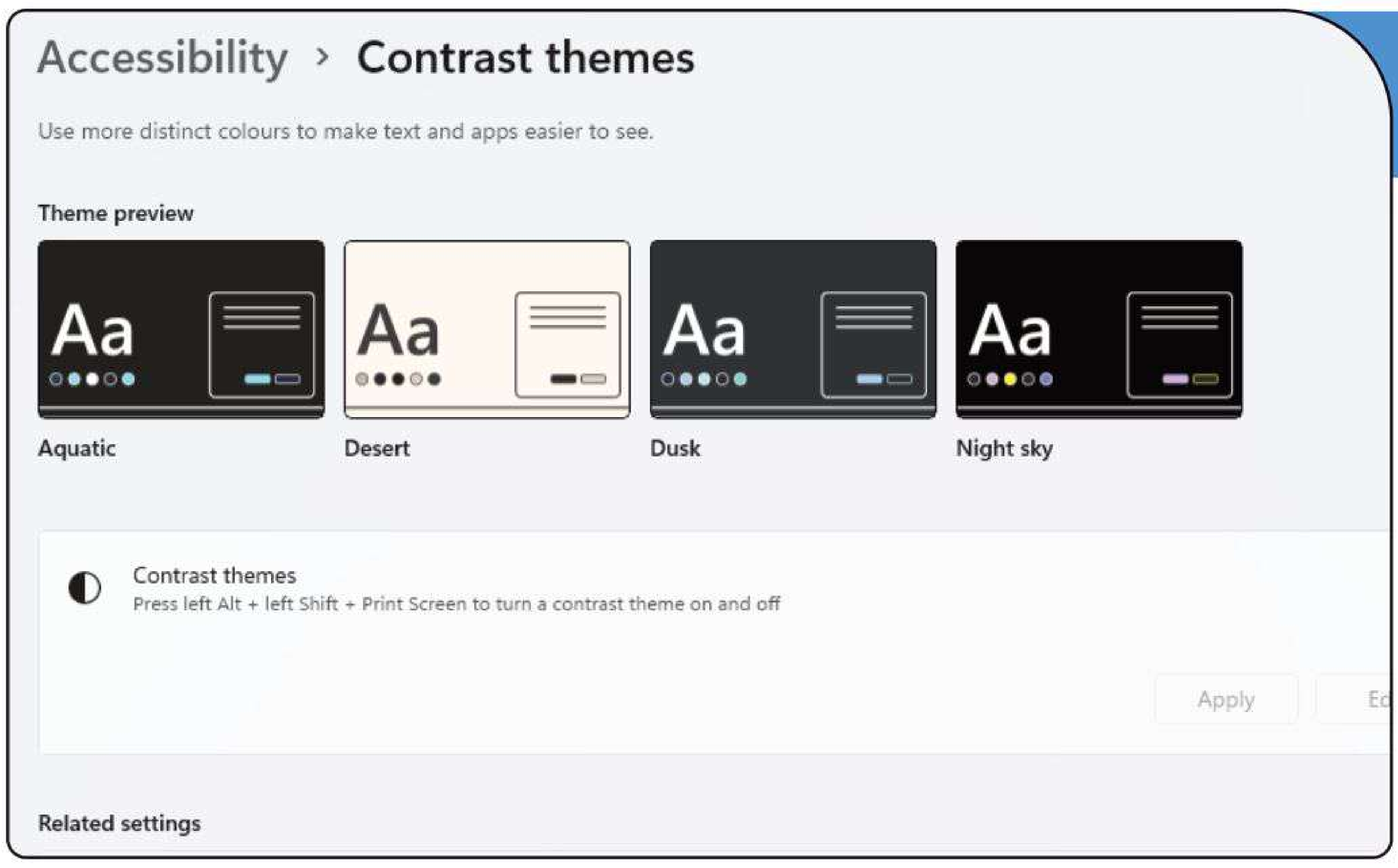
Each time you make a change using these links, return to the Themes section to see the changes in the preview window, or minimise the Settings app to see the desktop. When you are happy with all of the changes, click "Save" and the theme will be set and added to the other themes.

Step 3



Further down the page are five more preset themes displayed in a panel. Simply click each one to activate it and apply the changes. Minimise the Settings app to see the changes to the background, etc. As with the default theme, the details of the new theme are displayed at the top of the page.

Step 4



Use more distinct colours to make text and apps easier to see.

Theme preview

Aquatic
Desert
Dusk
Night sky

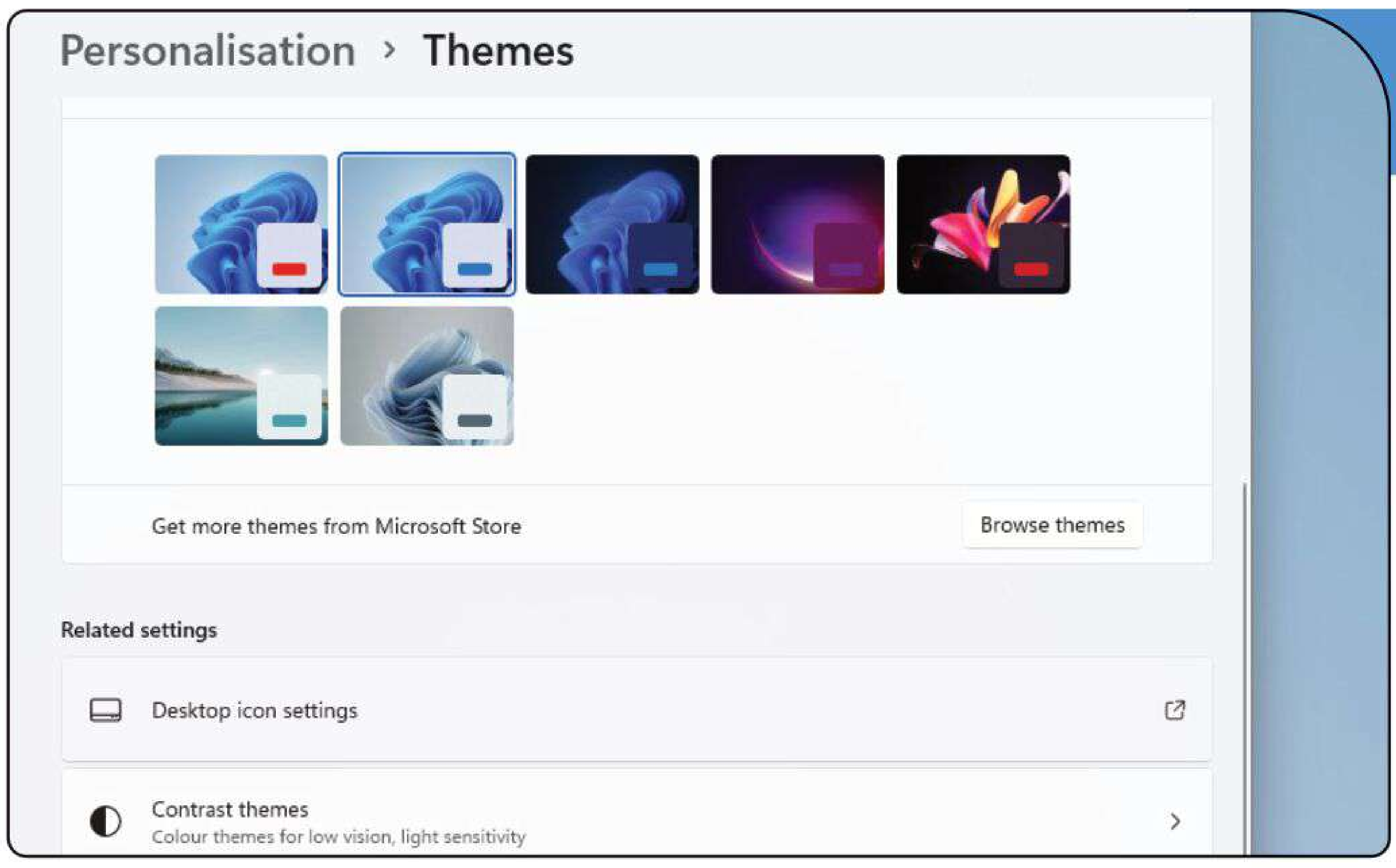
Contrast themes
Press left Alt + left Shift + Print Screen to turn a contrast theme on and off

Related settings

At the bottom of the themes settings page are a few more links, taking you directly to desktop icon settings and high/low contrast themes. Desktop icon settings are separate to the themes, so if you change these, they will remain even if you then go back and choose a new theme.

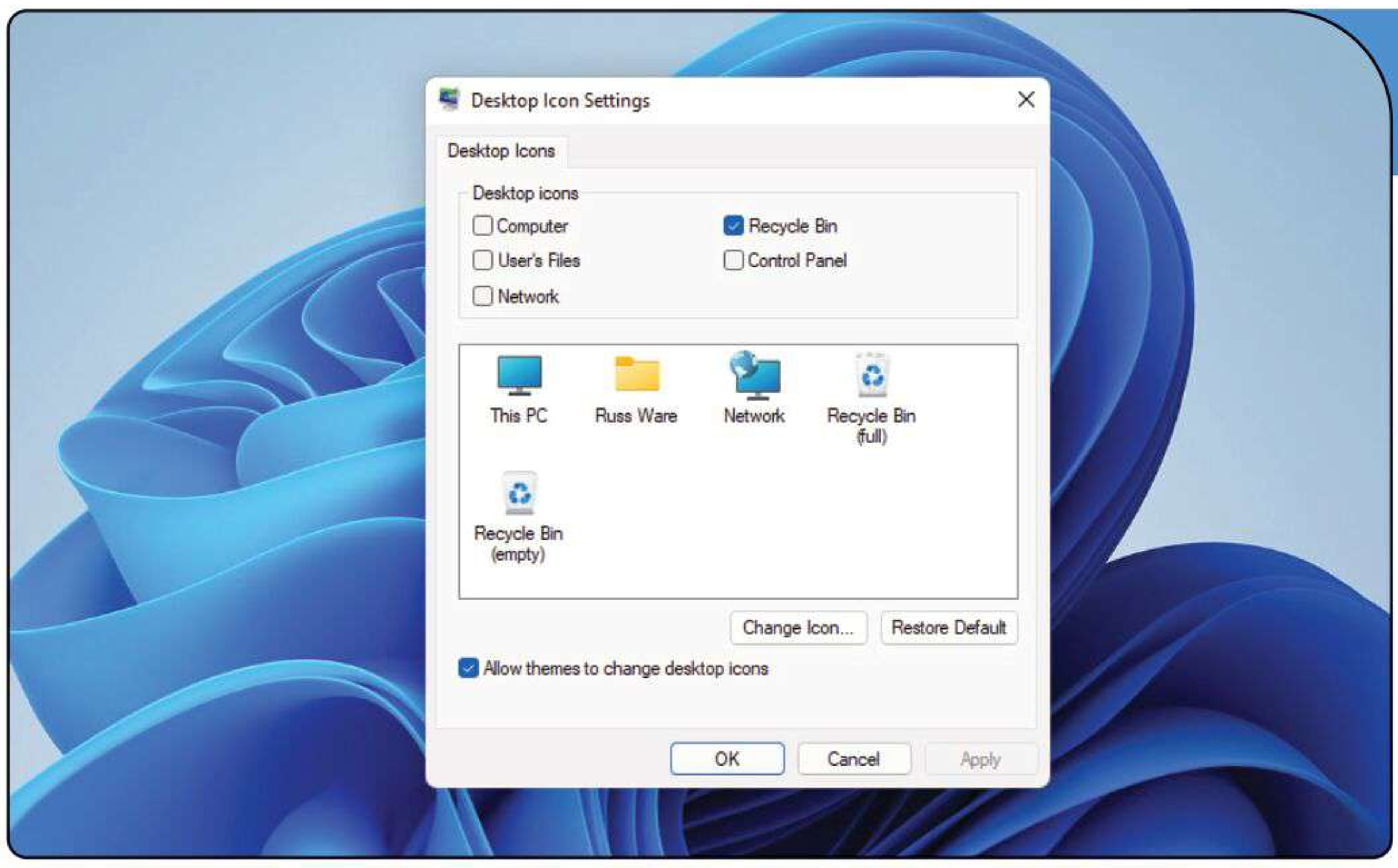
Change Your Desktop Icons

Step 1


Personalisation › Themes
Get more themes from Microsoft Store
Browse themes
Related settings
Desktop icon settings
Contrast themes
Colour themes for low vision, light sensitivity

Open the Personalisation screen of the Settings menu and select Themes from the Sidebar menu. You now need to look for the Related Settings option. In the Related Settings section, click on the link to Desktop icon settings.

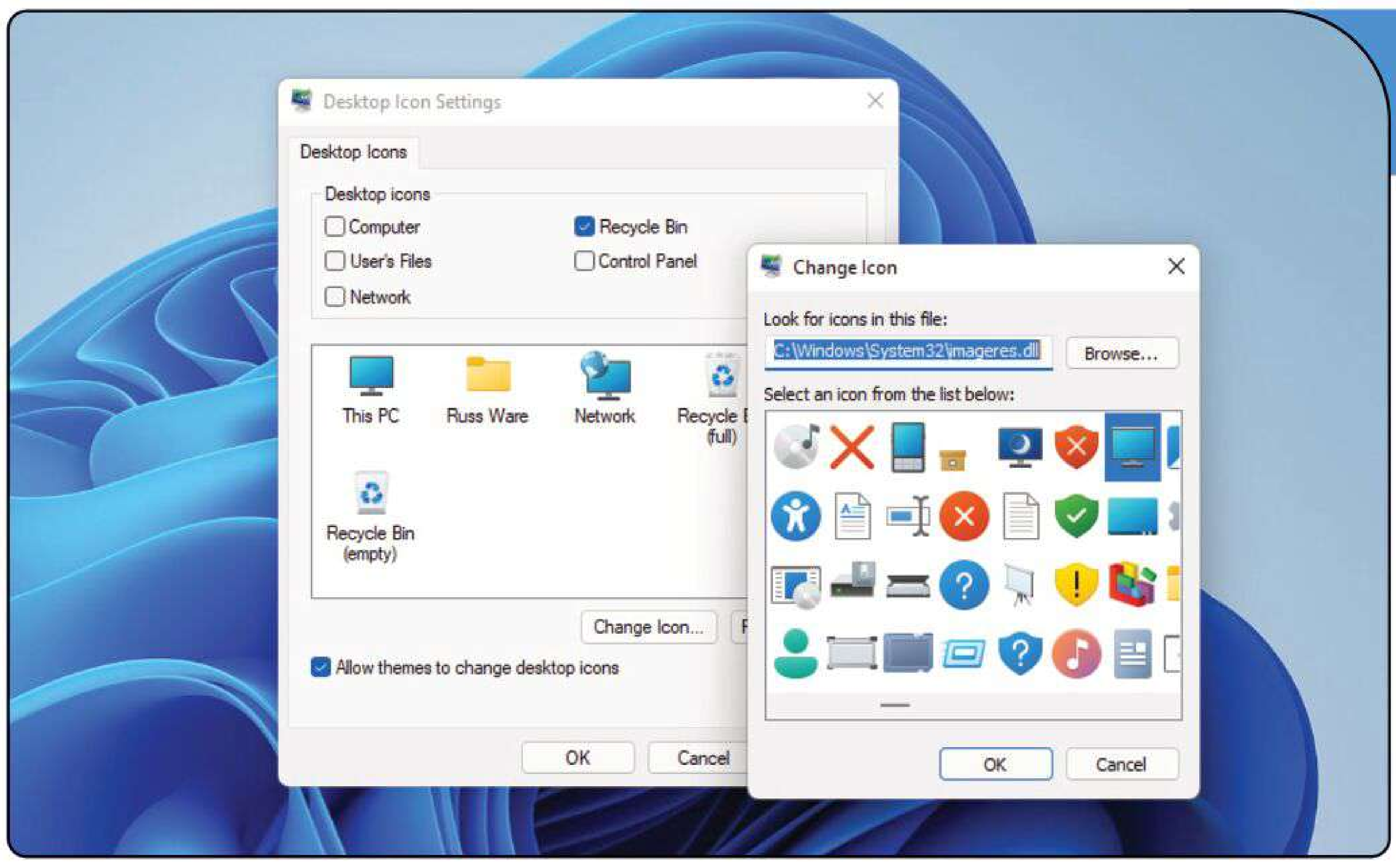
Step 2


Desktop Icon Settings
Desktop Icons
Desktop icons
This PC
Russ Ware
Network
Recycle Bin (full)
Recycle Bin (empty)
Change Icon...
Restore Default
OK
Cancel
Apply

☐ Computer
☑ Recycle Bin
☐ User's Files
☐ Control Panel
☐ Network
☑ Allow themes to change desktop icons

The window that now opens lets you choose which default icons appear on your desktop. The Recycle Bin is just about essential but the others, including Computer, Users Files, Network and Control Panel icons are optional.

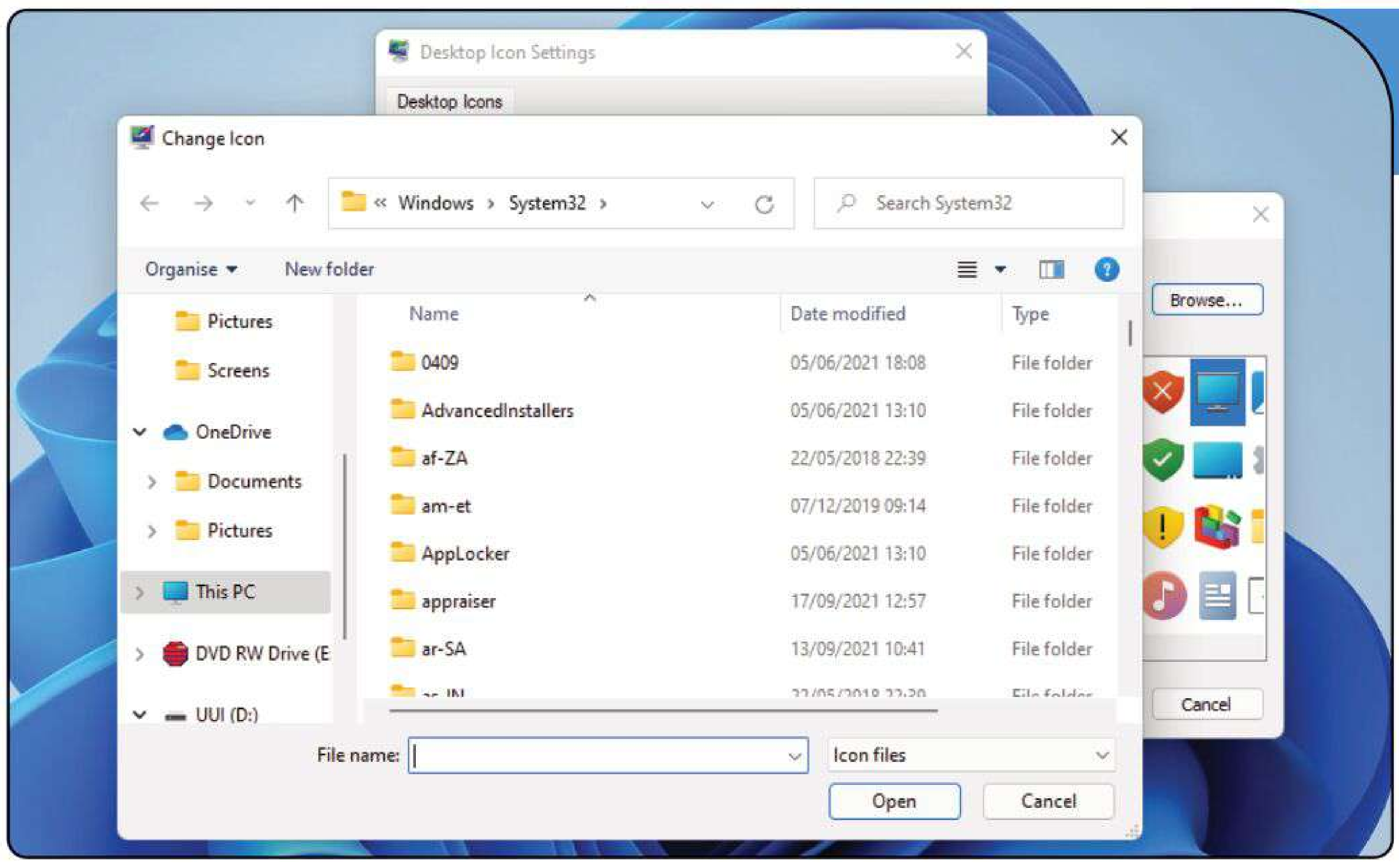
Step 3


Desktop Icon Settings
Change Icon
Select an icon from the list below:
Browse...
OK
Cancel

Look for icons in this file: C:\Windows\System32\imageres.dll

If you wish to do so, it is possible to choose different icons for these system tools and you can even download custom icons online. To change the appearance of the desktop icons, click on the icon you want to change and then click the Change Icon button.

Step 4


Change Icon
« Windows › System32 ›
Search System32
Organise ▾
New folder
Pictures
Screens
OneDrive
Documents
Pictures
This PC
DVD RW Drive (E
UUI (D:)
File name:
Icon files
Open
Cancel

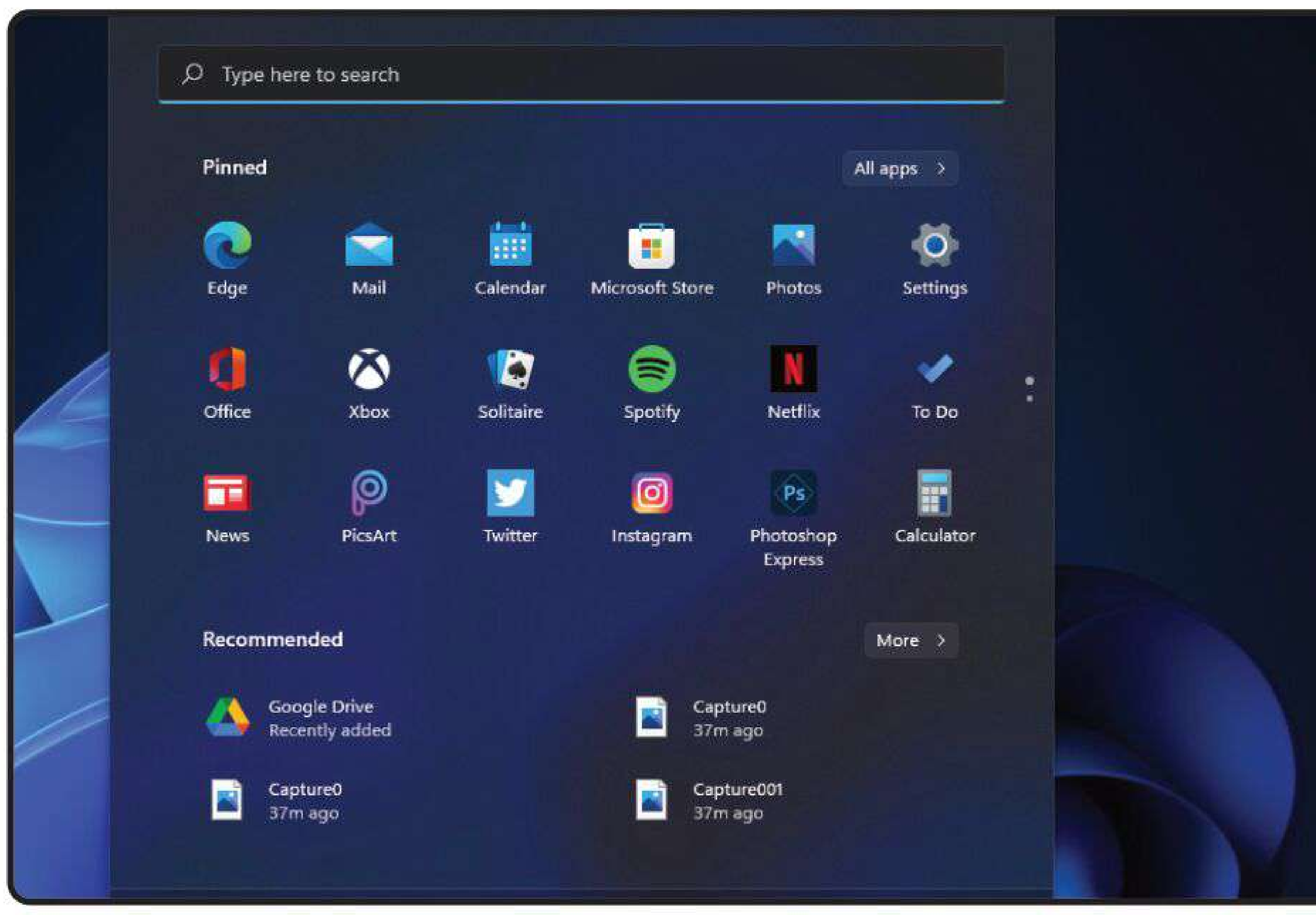
Name	Date modified	Type
0409	05/06/2021 18:08	File folder
AdvancedInstallers	05/06/2021 13:10	File folder
af-ZA	22/05/2018 22:39	File folder
am-et	07/12/2019 09:14	File folder
AppLocker	05/06/2021 13:10	File folder
appraiser	17/09/2021 12:57	File folder
ar-SA	13/09/2021 10:41	File folder

The icon chooser window that appears will look very familiar to veteran Windows users, since it's essentially unchanged from Windows 98. Scroll through the gallery until you find an icon you like or use the Browse button to navigate to any icon pack you've downloaded.

Keyboard Shortcuts

Basic Keyboard Shortcuts

Ctrl+C - Copy the selected item
Ctrl+X - Cut the selected item
Ctrl+V - Paste the selected item
Ctrl+Z - Undo an action
Alt+Tab - Switch between open apps
Alt+F4 - Close an active item, or exit an app
Shift+Delete - Delete item without moving to Recycle Bin
Ctrl+Shift+Esc - Open the Task Manager


Type here to search
Pinned
All apps
Edge
Mail
Calendar
Microsoft Store
Photos
Settings
Office
Xbox
Solitaire
Spotify
Netflix
To Do
News
PicsArt
Twitter
Instagram
Photoshop Express
Calculator
Recommended
More
Google Drive
Recently added
Capture0
37m ago
Capture0
37m ago
Capture001
37m ago

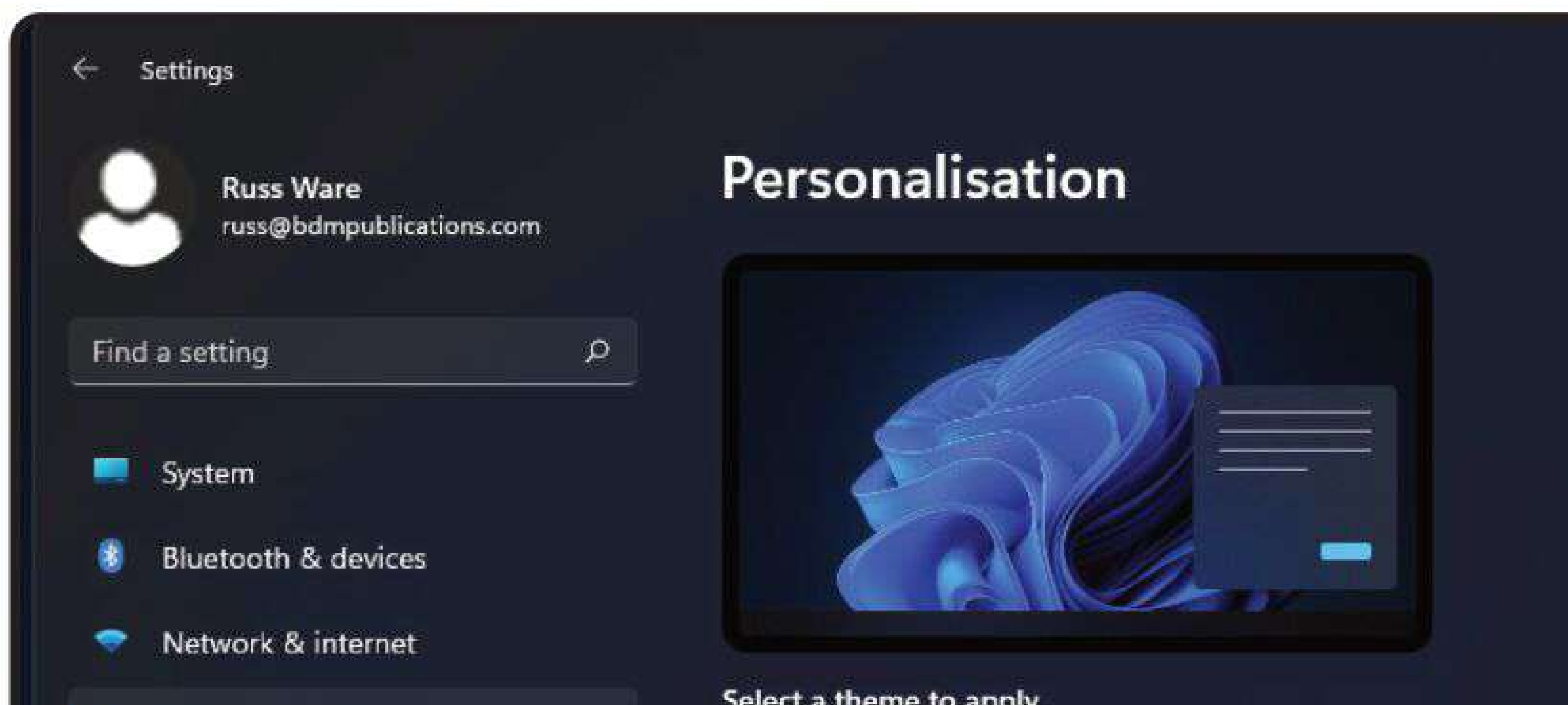
Windows Key Shortcuts

Windows Key - Open Start menu
Windows key + A - Open Quick Settings panel
Windows key + S - Open Search
Windows key + C - Open Teams Chat
Windows key + Tab - Open Task view

Windows key + I - Open Windows 11 Settings
Windows key + W - Open Widgets panel
Windows key + E - Open File Explorer
Windows key + R - Open the Run app
Windows key + V - Open the Clipboard

Windows key + G - Open the Xbox Game Bar
Windows key + N - Open Notifications panel
Windows key + X - Open a system context menu
Windows key + U - Open Accessibility settings
Windows key + L - Lock your PC or switch accounts

Windows key + H - Open Voice typing control
Windows key + T - Cycle through apps on the Taskbar
Windows key + comma - Peek at the desktop
Windows key + D - Display and hide the desktop
Windows key + Ctrl + D - Add a virtual desktop


Settings
Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Select a theme to apply

Esc
Tab
Caps
Shift
Ctrl
Fn
Alt

Windows key + Ctrl + Right Arrow - Switch to virtual desktop on the right
Windows key + Ctrl + Left Arrow - Switch to virtual desktop on the left
Windows key + Ctrl + F4 - Close the virtual desktop you're using
Windows key + Home - Minimise all but the active desktop window
Windows key + Up arrow - Stretch the desktop window to the top and bottom of the screen
Windows key + Down arrow - Restore desktop windows vertically, maintaining width

Keyboard shortcuts are a useful way to speed up navigating your way around Windows 11, especially if you are using a laptop with a touchpad. There are literally hundreds available, but here are some of the most useful keyboard shortcuts for everyday use.

Windows key + plus or minus - Zoom in or out using Magnifier
Windows key + Esc - Exit Magnifier

13:03
PREMIER LEAGUE
Chelsea
Man City
25 Sept
12:30
Man Utd
Aston Villa
25 Sept
12:30
Everton
Norwich
25 Sept
15:00
See more Premier League
Suggested for you
NIO
NIO Inc
35.70
+2.29%

Windows Snap Shortcuts

Windows key + Up Arrow - Maximise current window
Windows key + Down Arrow - Restores window size
Windows key + Left Arrow - Snaps current window to the left
Windows key + Right Arrow - Snaps current window to the right
Windows key + 2 Arrow Keys - Snaps current window into one corner

Taskbar Shortcuts

Shift + click a taskbar button - Open an app or quickly open another instance of an app
Ctrl + Shift + click a taskbar button - Open an app as an administrator
Shift + right-click a taskbar button - Show the window menu for the app
Shift + right-click a grouped taskbar button - Show the window menu for the group
Ctrl + click a grouped taskbar button - Cycle through the windows of the group

Typing Shortcuts

Ctrl + C - Copy the selected item
Ctrl + D - Delete the selected item and move it to the Recycle Bin
Ctrl + R - Refresh the active window
Ctrl + V - Paste the selected item
Ctrl + S - Save document
Ctrl + Y - Redo an action
Ctrl + Z - Undo an action
Ctrl + Right arrow - Move the cursor to the beginning of the next word
Ctrl + Left arrow - Move the cursor to the beginning of the previous word
Ctrl + Down arrow - Move the cursor to the beginning of the next paragraph
Ctrl + Up arrow - Move the cursor to the beginning of the previous paragraph
Ctrl + Shift with an arrow key - Select a block of text

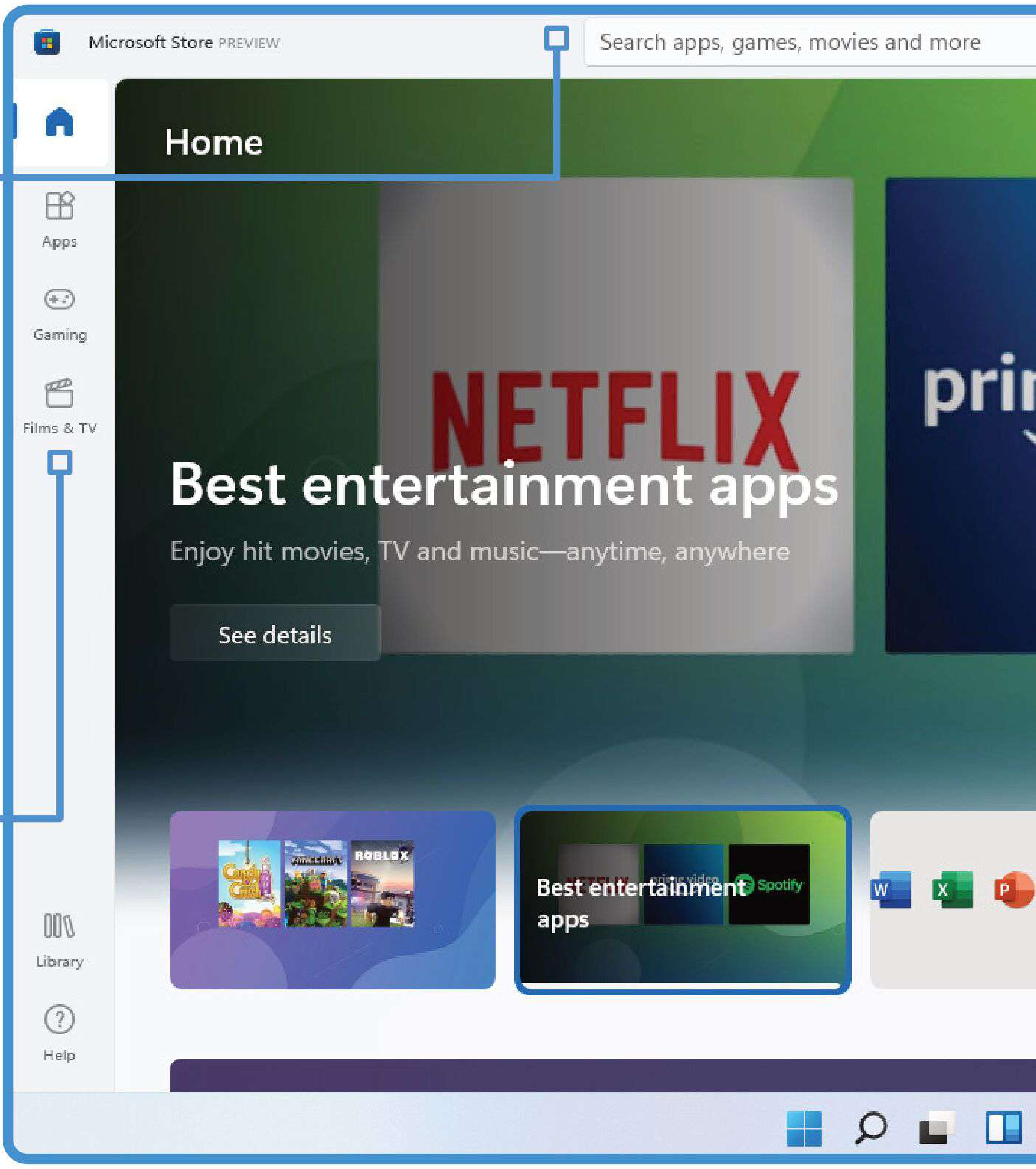
Explore the Microsoft Store

Store Search

You can use the main search tool to search for apps, games, music and films in the Windows Store (store results will have the store icon next to them in the results list). Alternatively, you can search just inside the store by using this search bar.

Category Tabs

Just as with other online app stores, the Microsoft Store features several different download categories. These include Apps, Gaming and Film & TV. Each category has its own Home screen, which displays collections of Most Popular, Top Free and Trending content.


Microsoft Store PREVIEW
Search apps, games, movies and more
Home
Apps
Gaming
Films & TV
Library
Help
NETFLIX
prir
See details
Best entertainment apps

Best entertainment apps

Enjoy hit movies, TV and music—anytime, anywhere

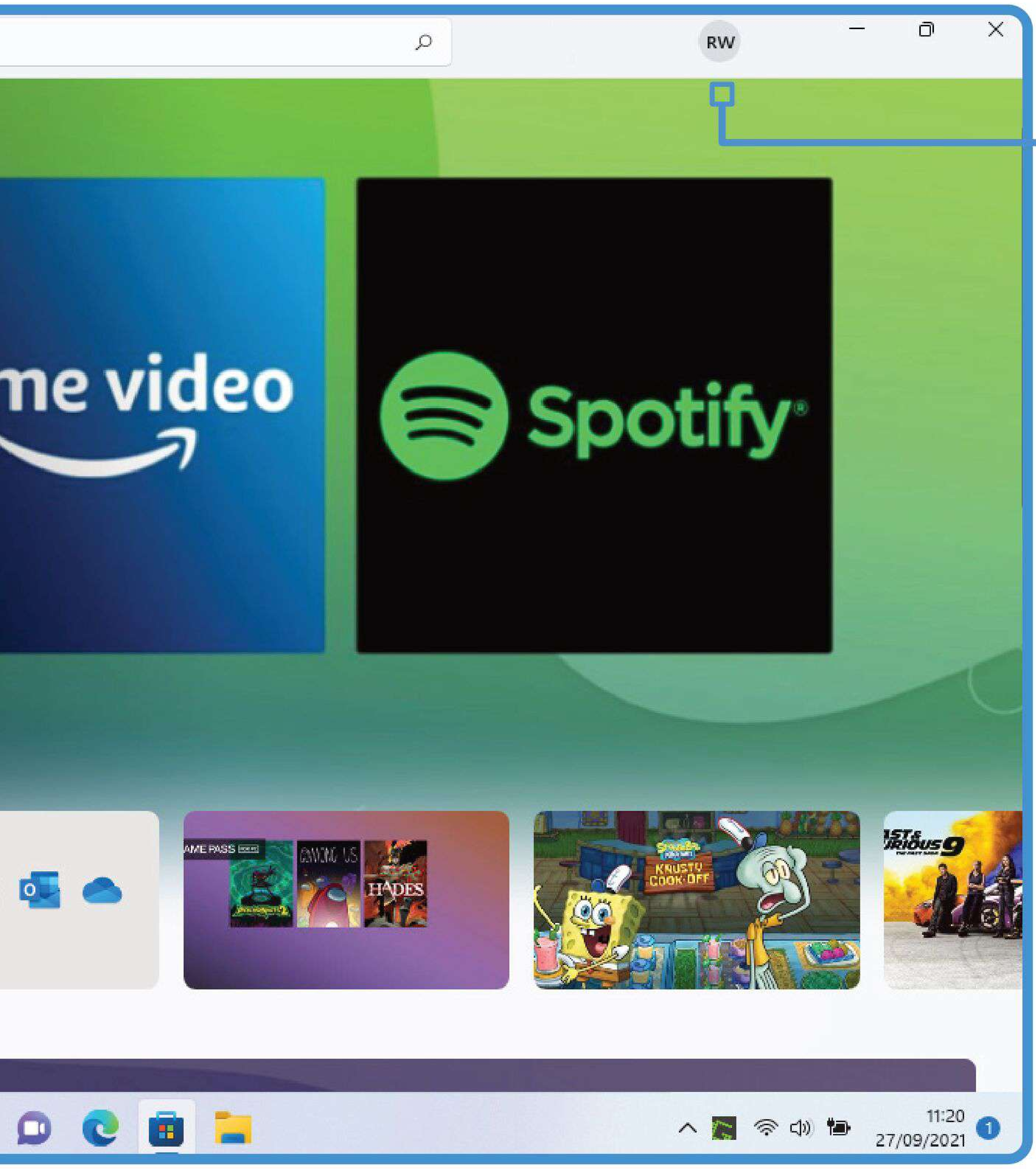
Library

If there is an update or new download available for any app you currently have installed on your computer, a notification will appear here. The number shows how many updates/app downloads are waiting. Click the button and select the required action (update, retry, etc.).

Apps

Once you have found the app or game you want to install, click on the icon to open the app info screen. This screen displays the average app score, user reviews and similar app suggestions; as well as a list of features and updates. Click the Free, Buy or Try button to install the software.

The new Microsoft Store has loads to help you stay in touch and get things done; plus more games and entertainment than ever before - many of them free! In Windows 11, it even contains Android apps you can use directly on your PC.



Store Settings

Click the small Account icon here to see the store settings option. Here you will find details of the Microsoft account currently being used, along with several sliders used to control things like automatic app updates. You can also control who can install new apps on your PC.

Store Offers

Periodically, the Windows Store will feature offers for its users. This could be a free 30 day trial, or other download offers. Click on the link to read more about the offer and then follow the instructions to take advantage of it.

Featured Content

The Featured Apps slider will display those apps or games that are trending or have been particularly popular. This display is constantly updated, and is a good way of finding out what other Windows 11 users are using and playing.

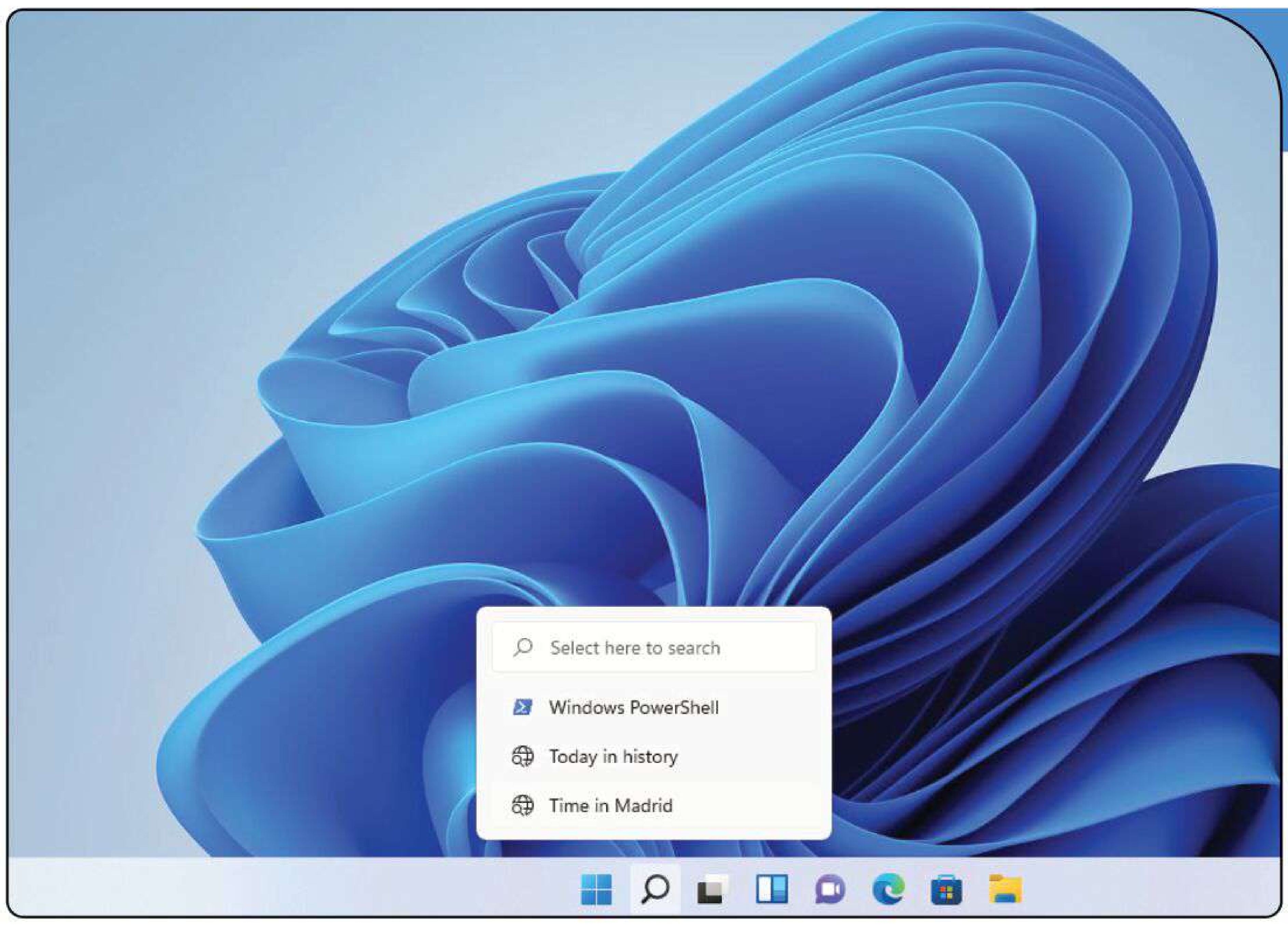
Apps & Games

Periodically, the Windows Store will feature offers for its users. This could be a free 30 day trial, or other download offers. Click on the link to read more about the offer and then follow the instructions to take advantage of it.

Search in Windows 11

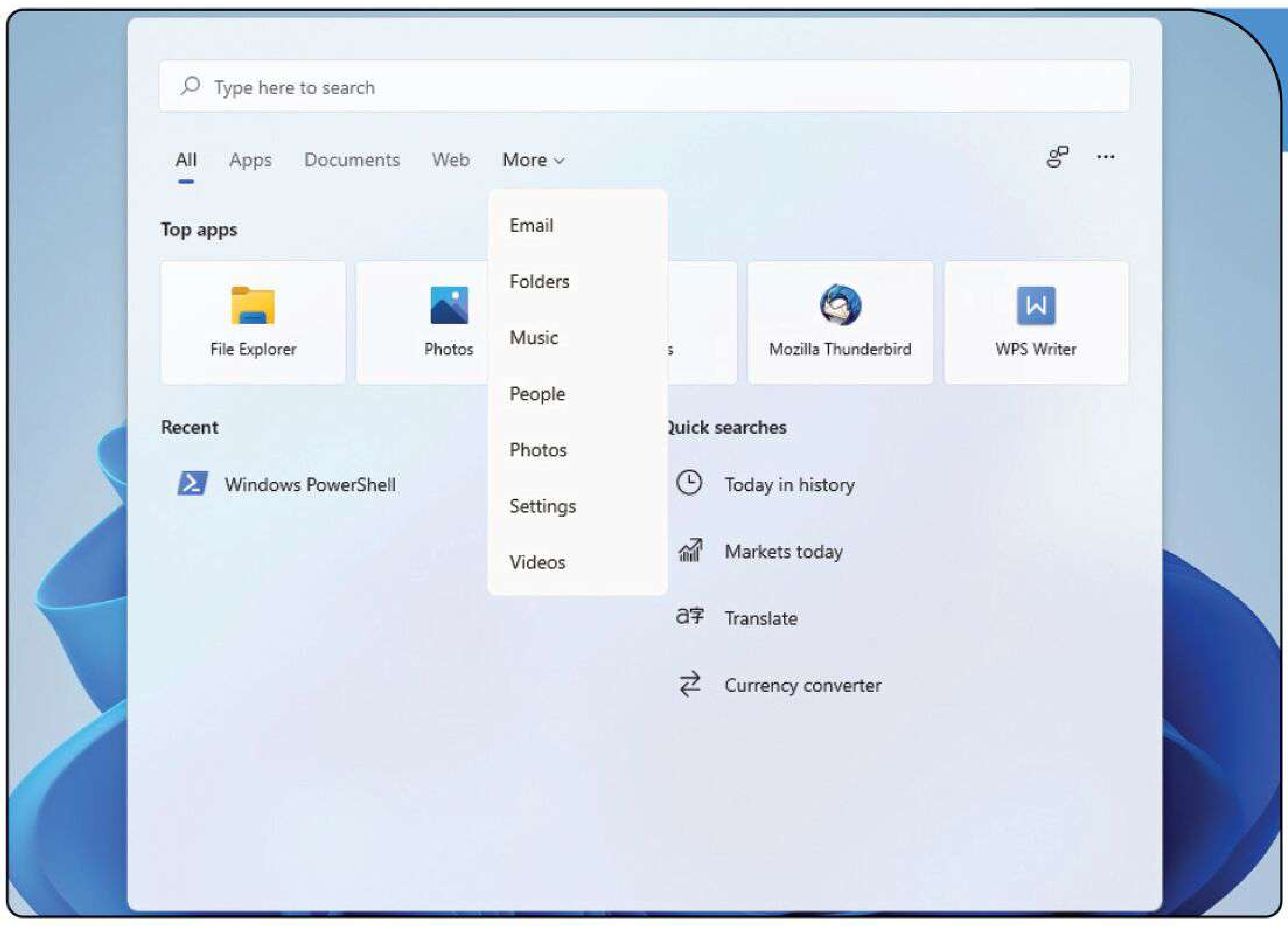
Until you begin to use it, it's difficult to explain just how much better Search is in Windows 11. Microsoft have done a lot to try to match the search functions on offer in rival operating systems such as Apple's macOS, and the results can be seen in the new search feature.

A Better Way to Search


Select here to search
Windows PowerShell
Today in history
Time in Madrid

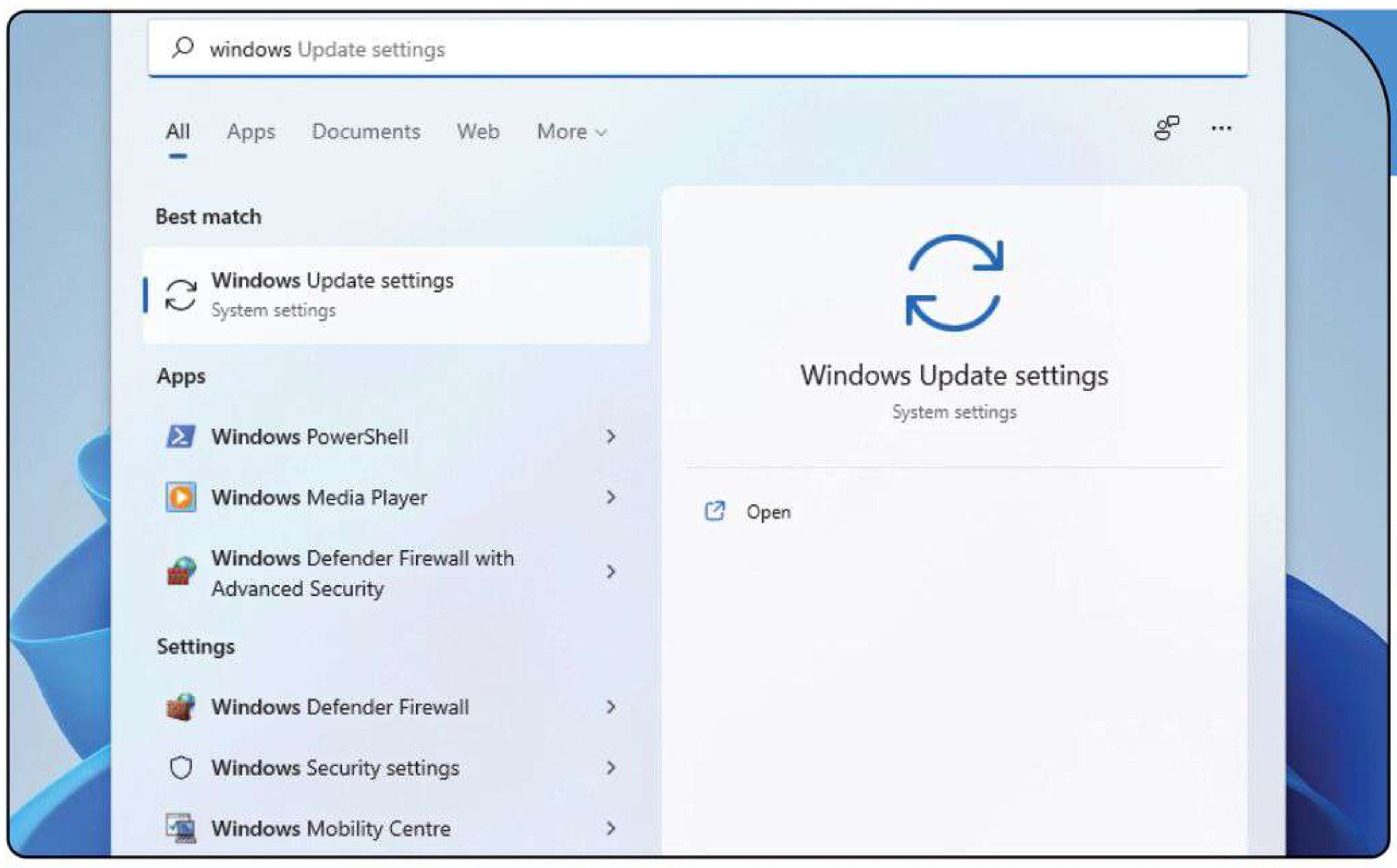
Step 1

If you need to search for anything on your Windows 11 PC, the taskbar search tool is now the place to do it. The search field in the taskbar from Windows 10 is no longer there. You can also access search through the Start menu, or by pressing Windows key + S on your keyboard.


Type here to search
All
Apps
Documents
Web
More
Top apps
Email
Folders
Music
People
Photos
Settings
Videos
File Explorer
Photos
Mozilla Thunderbird
WPS Writer
Recent
Windows PowerShell
uick searches
Today in history
Markets today
Translate
Currency converter

Step 2

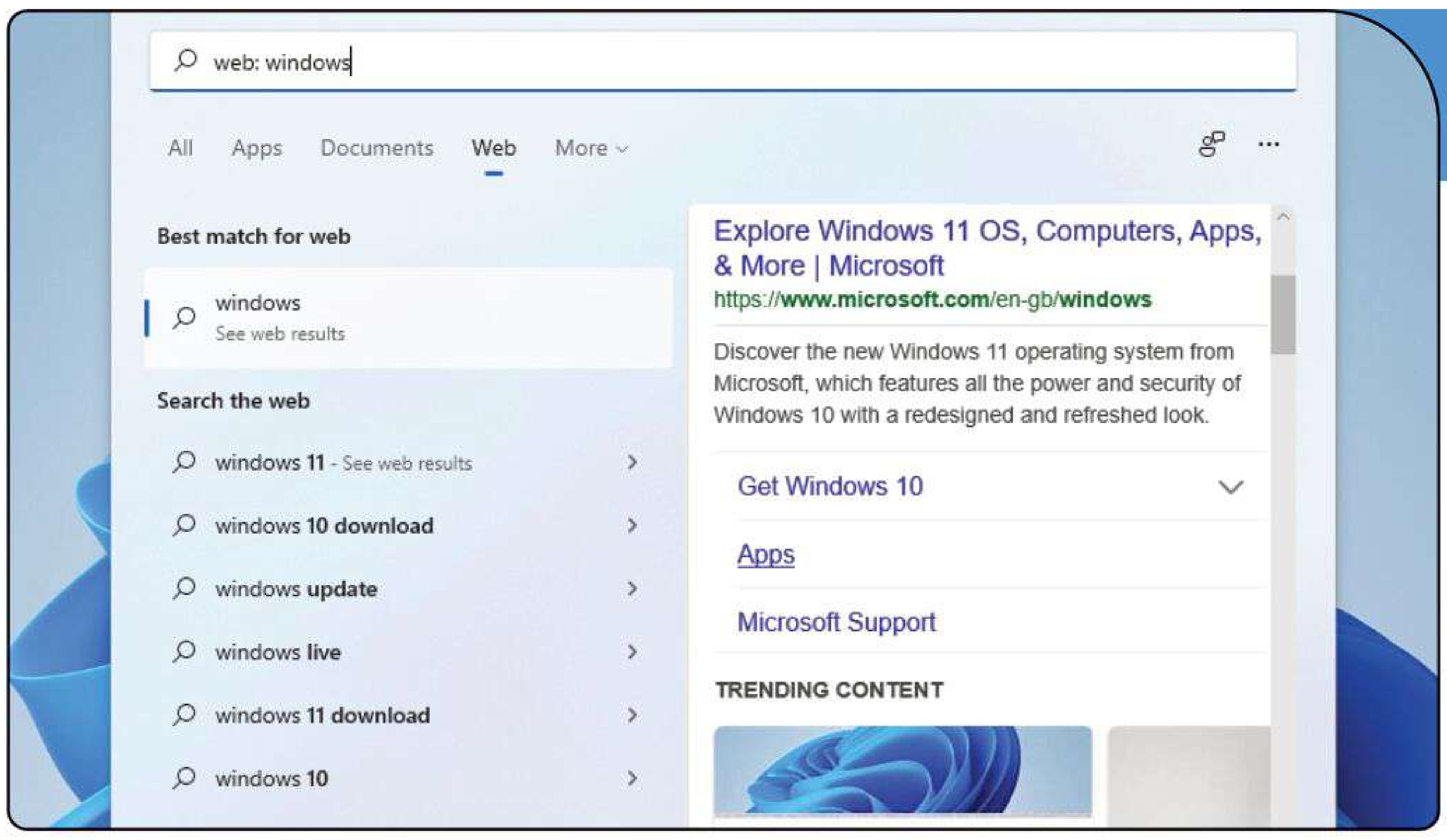
In addition to files and folders, you can search for web results and apps. When you first click in the search box you will see three tabs along the bottom that let you choose what to search for; but even if you don't click one of these, the search function is smart enough to return results from all.


All
Apps
Documents
Web
More
Best match
Windows Update settings
System settings
Apps
Windows PowerShell
Windows Media Player
Windows Defender Firewall with Advanced Security
Settings
Windows Defender Firewall
Windows Security settings
Windows Mobility Centre
Windows Update settings
System settings
Open

windows Update settings

Step 3

Search results are displayed in sections (best match, apps, folders, etc.) so that you know what you are looking at. Apps will be displayed with their icon next to them. Folders will have a folder icon and images will be shown as small thumbnails, within the search results panel.


All
Apps
Documents
Web
More
Best match for web
windows
See web results
Search the web
windows 11 - See web results
windows 10 download
windows update
windows live
windows 11 download
windows 10
Get Windows 10
Apps
Microsoft Support
TRENDING CONTENT

web: windows

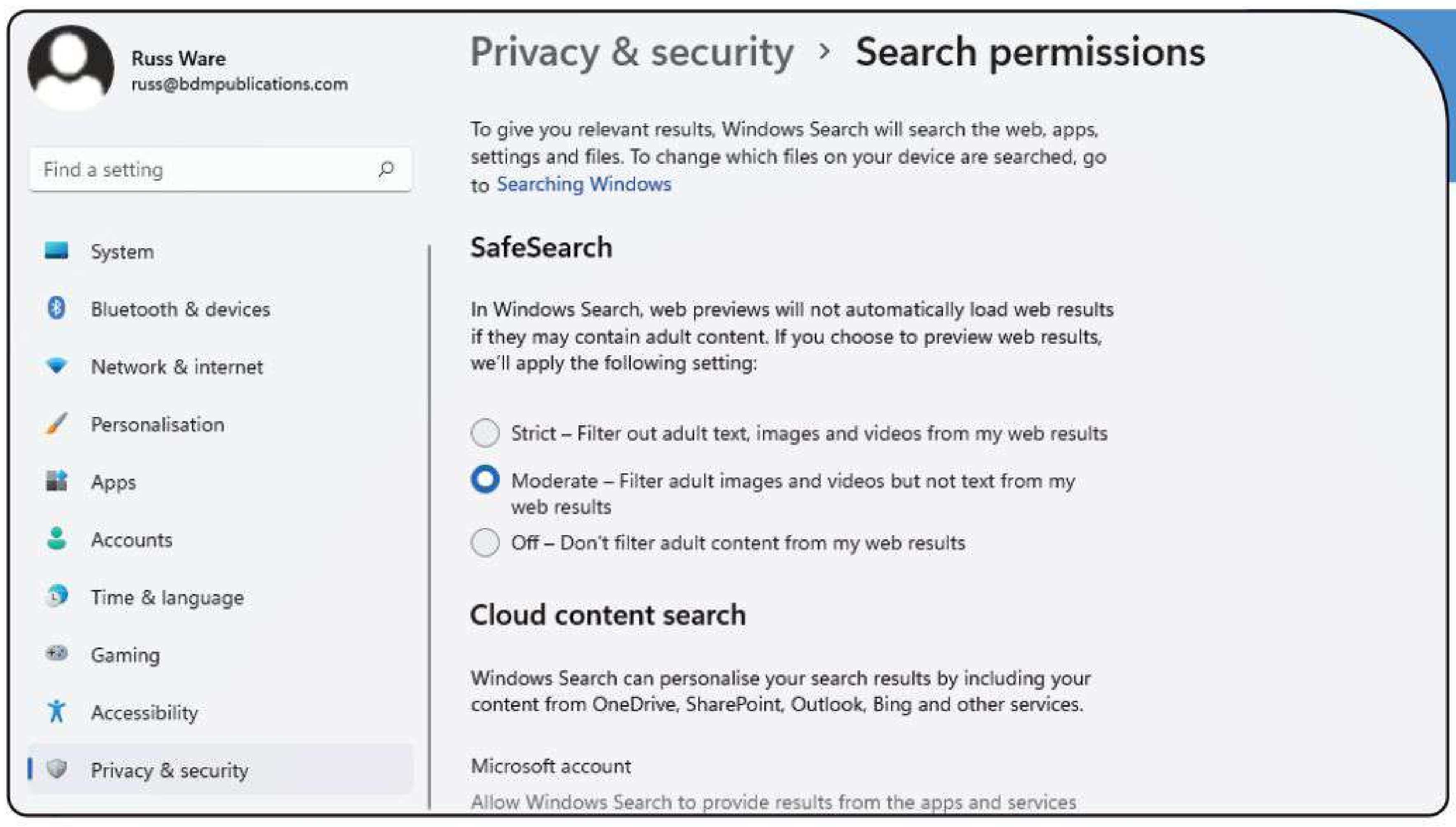
Explore Windows 11 OS, Computers, Apps, & More | Microsoft
https://www.microsoft.com/en-gb/windows

Discover the new Windows 11 operating system from Microsoft, which features all the power and security of Windows 10 with a redesigned and refreshed look.

Step 4

You can further filter the results that have appeared after you search by clicking on the titles of the results section in the panel. This lets you filter various results, even music or video. Suggested search results can be previewed by clicking the right-facing arrow next to them.

Search Settings and Tools


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Privacy & security › Search permissions

To give you relevant results, Windows Search will search the web, apps, settings and files. To change which files on your device are searched, go to Searching Windows

SafeSearch

In Windows Search, web previews will not automatically load web results if they may contain adult content. If you choose to preview web results, we'll apply the following setting:

○ Strict – Filter out adult text, images and videos from my web results
● Moderate – Filter adult images and videos but not text from my web results
○ Off – Don't filter adult content from my web results

Cloud content search

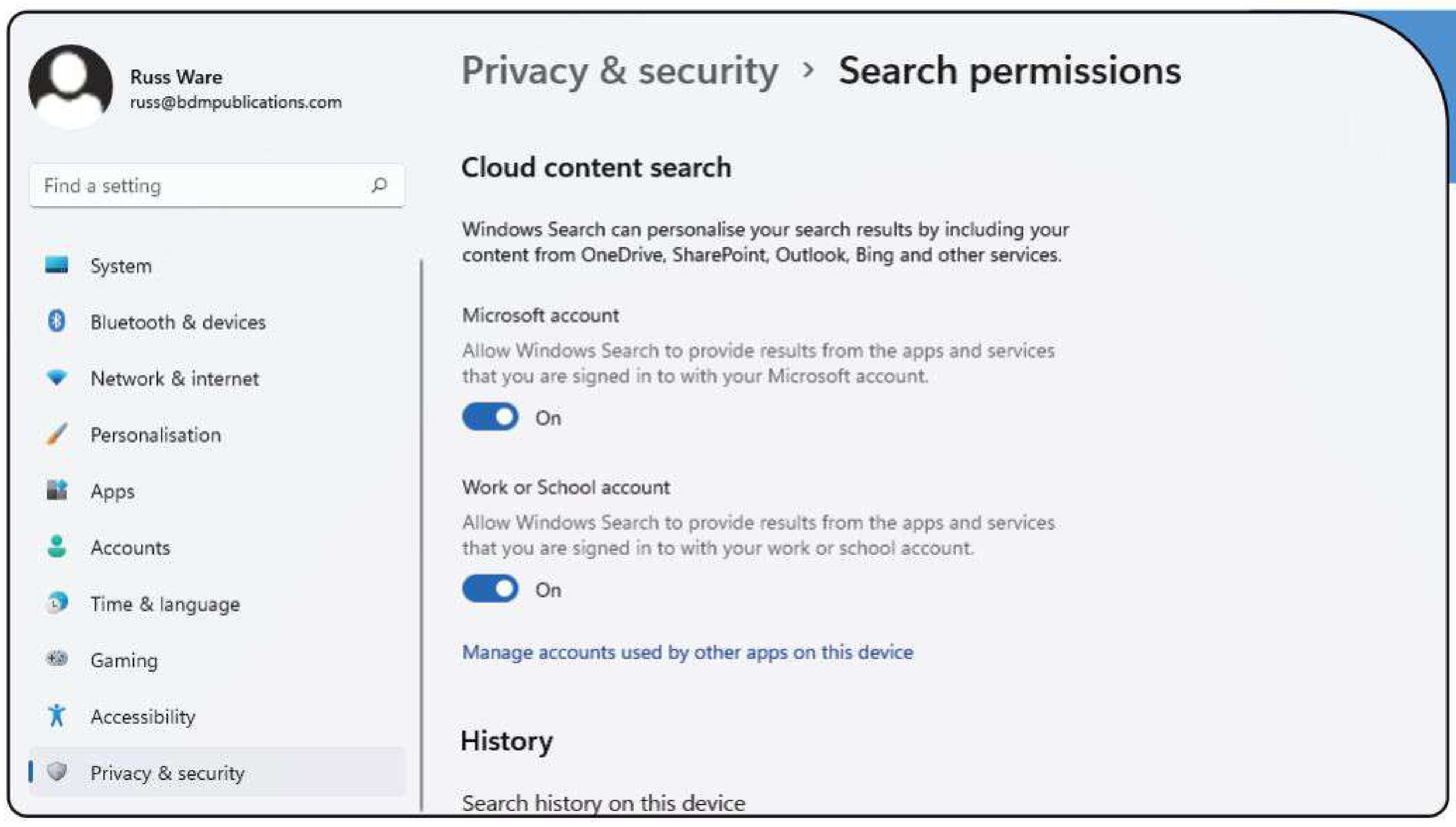
Windows Search can personalise your search results by including your content from OneDrive, SharePoint, Outlook, Bing and other services.

Microsoft account

Allow Windows Search to provide results from the apps and services

Safe Search

Sometimes web search results may show content that is not suitable for the younger audience, which is the reason Cortana also offers search filters. Go to Settings > Cortana > Permissions and History, and under SafeSearch, select the search filter that is most appropriate for you.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Privacy & security › Search permissions
Manage accounts used by other apps on this device

Cloud content search

Windows Search can personalise your search results by including your content from OneDrive, SharePoint, Outlook, Bing and other services.

Microsoft account

Allow Windows Search to provide results from the apps and services that you are signed in to with your Microsoft account.

On

Work or School account

Allow Windows Search to provide results from the apps and services that you are signed in to with your work or school account.

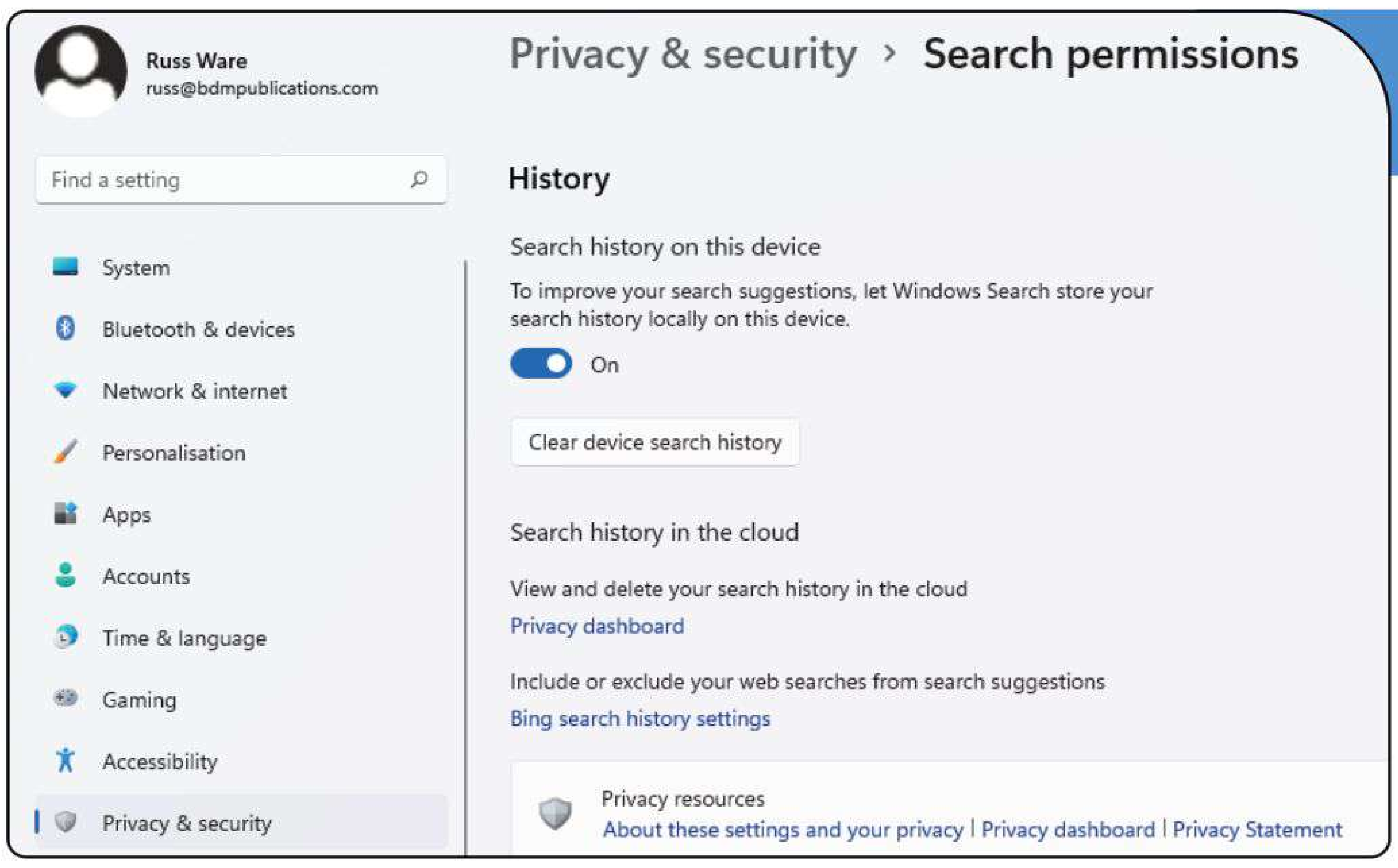
On

History

Search history on this device

Cloud Search

Cloud search is an option introduced in Windows 10, which allows you to suppress cloud content on search results. Under Cloud Search, you will see a toggle that says Windows Cloud Search. This option manages whether Cortana shows cloud content in Windows Search.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Privacy & security › Search permissions
Clear device search history

History

Search history on this device

To improve your search suggestions, let Windows Search store your search history locally on this device.

On

Search history in the cloud

View and delete your search history in the cloud

Privacy dashboard

Include or exclude your web searches from search suggestions

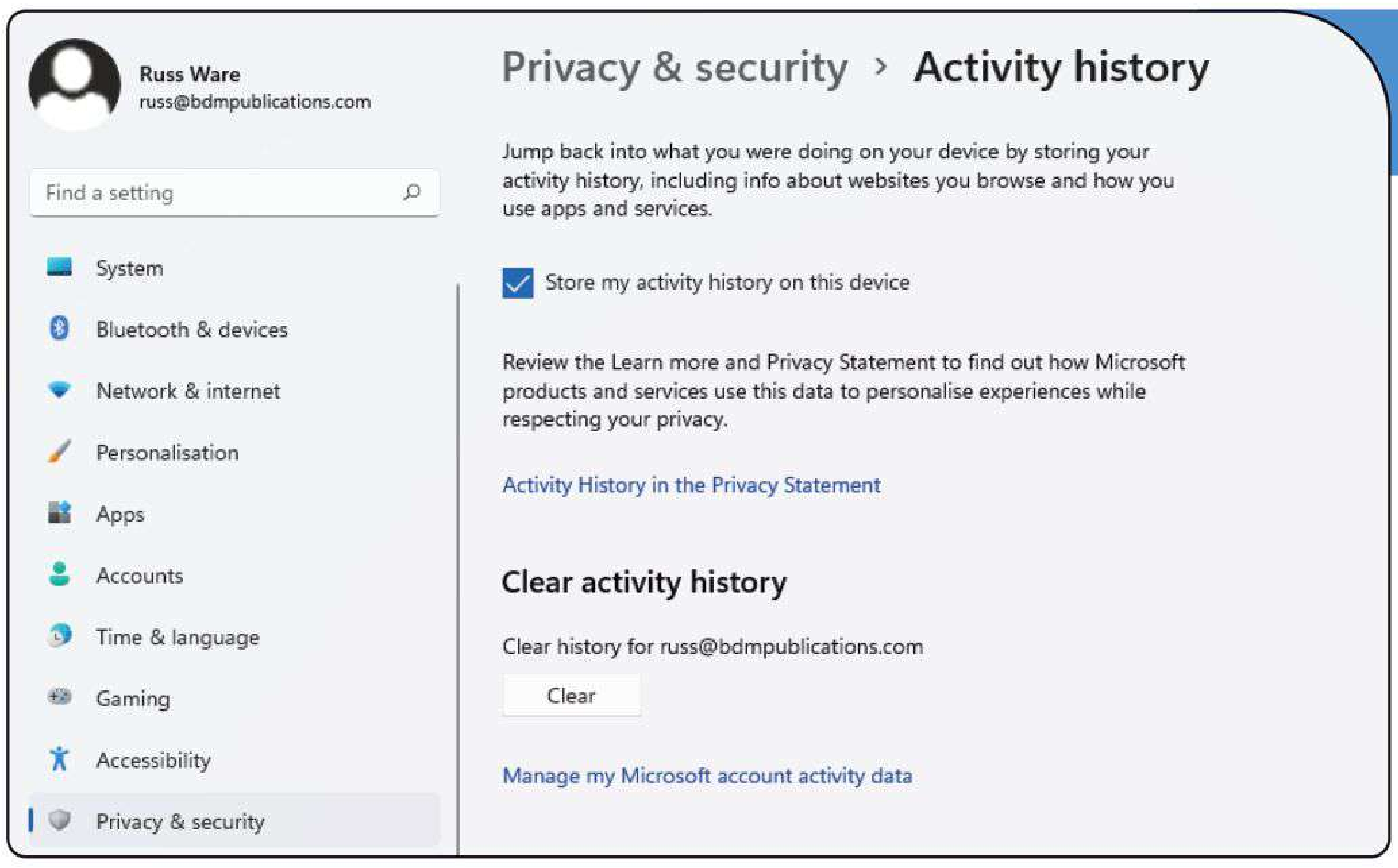
Bing search history settings

Privacy resources

About these settings and your privacy | Privacy dashboard | Privacy Statement

Device History

This setting allows for the improvement of on-device search results, whether you are using an app, settings or another search from any signed on device. If you prefer that Windows does not record the on-device search history, you can switch this option off in Settings > Permissions & History.


Russ Ware
russ@bdmpublications.com
Find a setting
System
Bluetooth & devices
Network & internet
Personalisation
Apps
Accounts
Time & language
Gaming
Accessibility
Privacy & security
Privacy & security › Activity history
Clear

Jump back into what you were doing on your device by storing your activity history, including info about websites you browse and how you use apps and services.

☑ Store my activity history on this device

Review the Learn more and Privacy Statement to find out how Microsoft products and services use this data to personalise experiences while respecting your privacy.

Activity History in the Privacy Statement

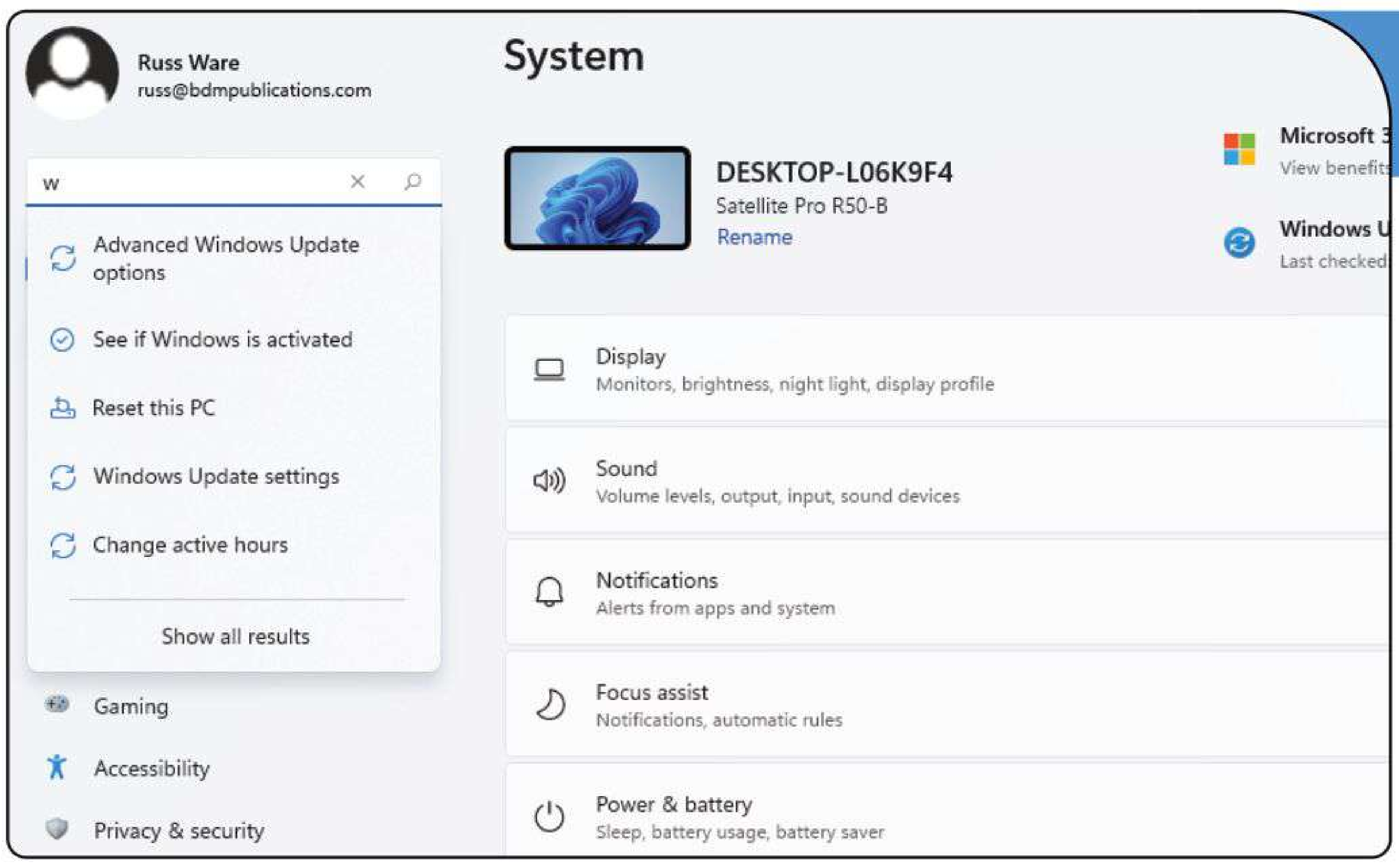
Clear activity history

Clear history for russ@bdmpublications.com

Manage my Microsoft account activity data

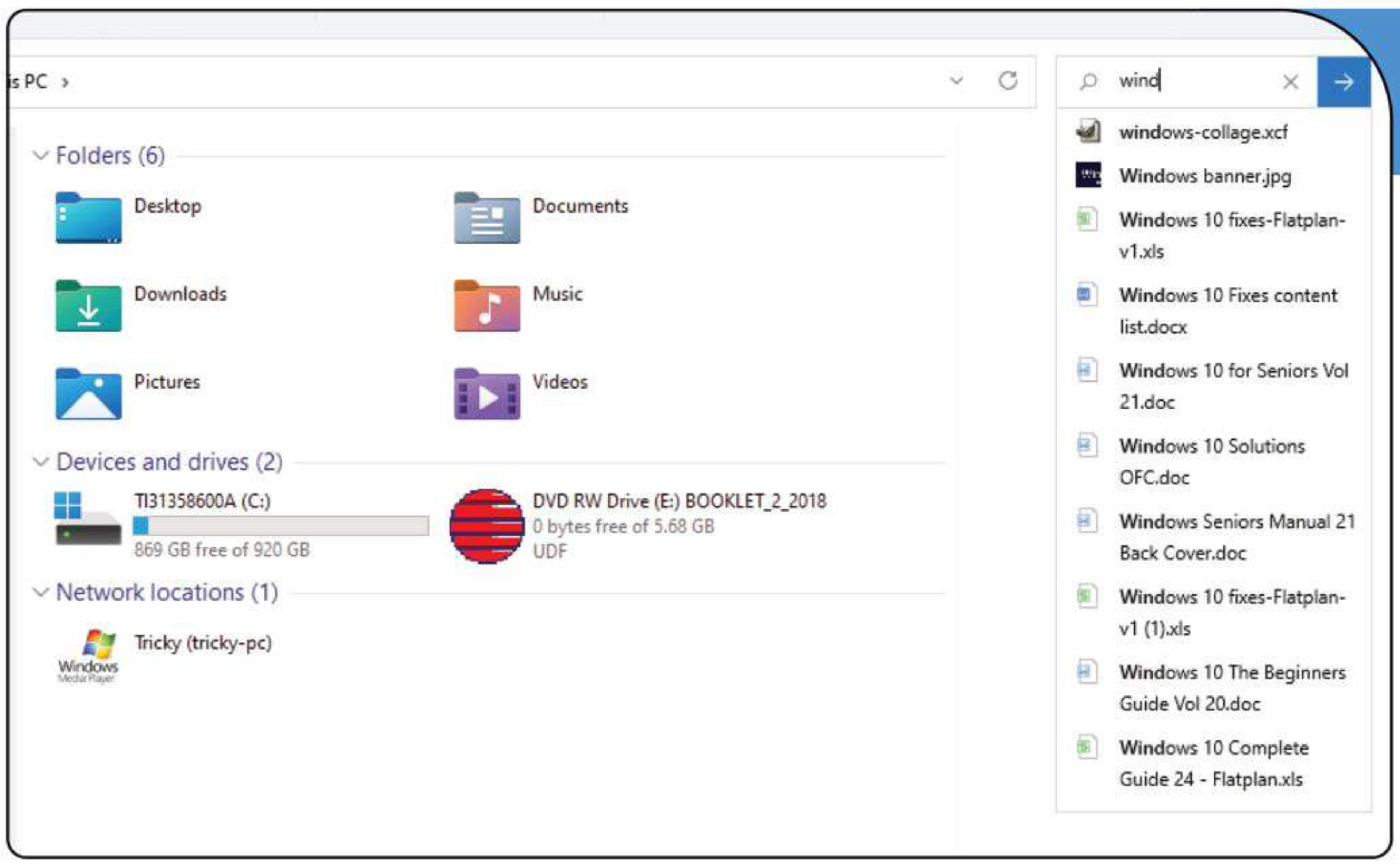
Search History

Search History can help to provide better search results. It can also be turned off, just like the Device History. Head in to Settings > Permissions & History and use the toggle to turn it off. If you click Search History Settings a browser window opens showing the history.


Russ Ware
russ@bdmpublications.com
w
Advanced Windows Update options
See if Windows is activated
Reset this PC
Windows Update settings
Change active hours
Show all results
Gaming
Accessibility
Privacy & security
System
DESKTOP-L06K9F4
Satellite Pro R50-B
Rename
Microsoft 3
View benefit
Windows U
Last checked
Display
Monitors, brightness, night light, display profile
Sound
Volume levels, output, input, sound devices
Notifications
Alerts from apps and system
Focus assist
Notifications, automatic rules
Power & battery
Sleep, battery usage, battery saver

File Explorer

You can always search for files and folders in File Explorer as you could in previous versions of Windows. With the new taskbar search you won't need to use this as often as you did, but it's still there if you need it. We don't find it as quick as the taskbar search, though.


is PC ›
wind
Folders (6)
Desktop
Documents
Downloads
Music
Pictures
Videos
Devices and drives (2)
TI31358600A (C:)
869 GB free of 920 GB
DVD RW Drive (E:) BOOKLET_2_2018
0 bytes free of 5.68 GB
UDF
Network locations (1)
Tricky (tricky-pc)
windows-collage.xcf
Windows banner.jpg
Windows 10 fixes-Flatplan-v1.xls
Windows 10 Fixes content list.docx
Windows 10 for Seniors Vol 21.doc
Windows 10 Solutions OFC.doc
Windows Seniors Manual 21 Back Cover.doc
Windows 10 fixes-Flatplan-v1 (1).xls
Windows 10 The Beginners Guide Vol 20.doc
Windows 10 Complete Guide 24 - Flatplan.xls

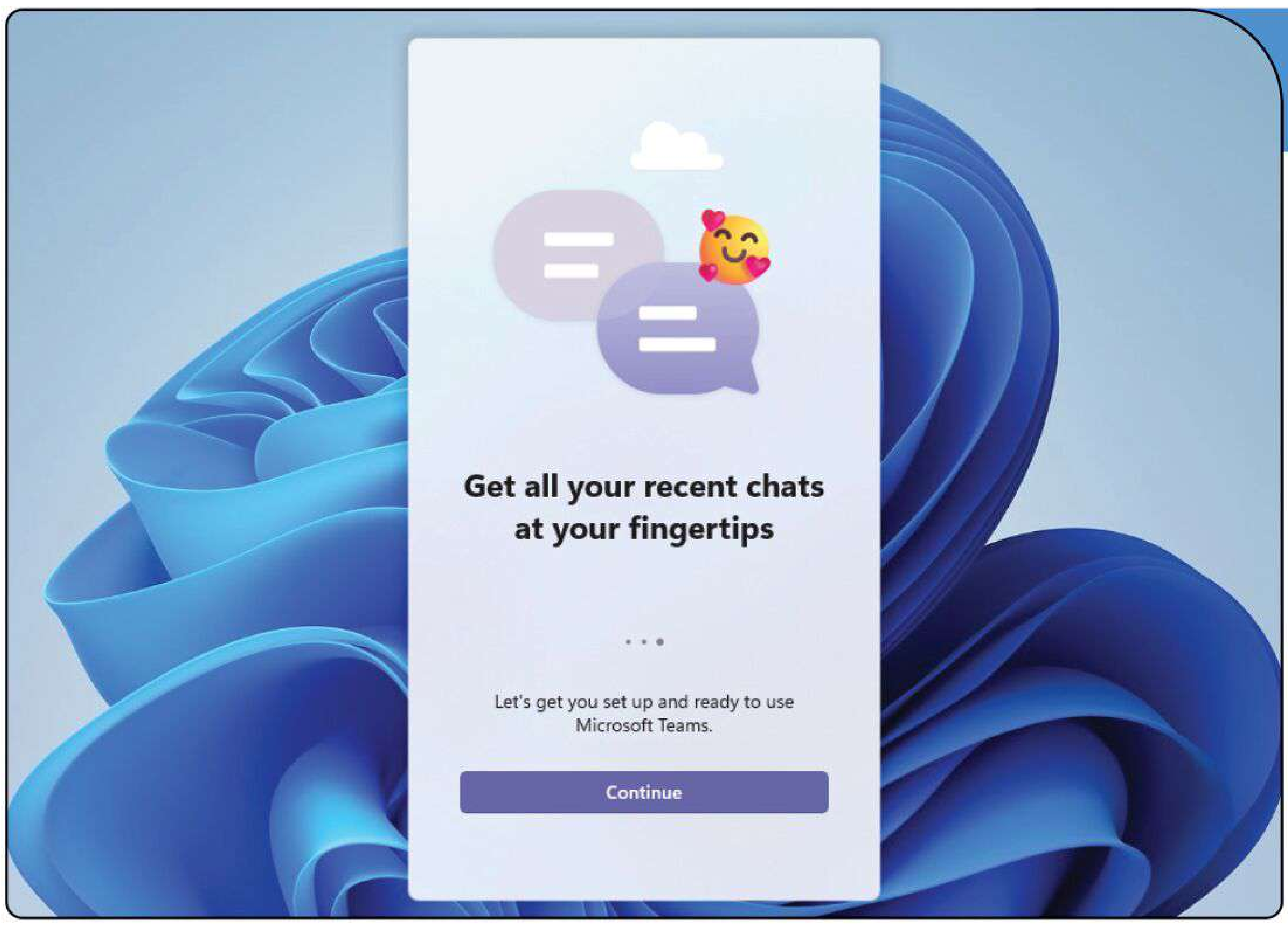
Settings

Windows 11 allows you to search for settings from within the Settings app. Open the app and you will see the search box right at the top, underneath the window title. Possible results are displayed as you type, just like a normal search, but the results will only be from settings, nowhere else.

Using Teams Chat

Online meetings are a big thing, so Microsoft Teams in Windows 11 makes perfect sense. You'll need to have a Microsoft Teams account already set up to use the chat and video meeting tools, but once you have, remote working becomes a whole lot easier.

Setting Up the Teams App

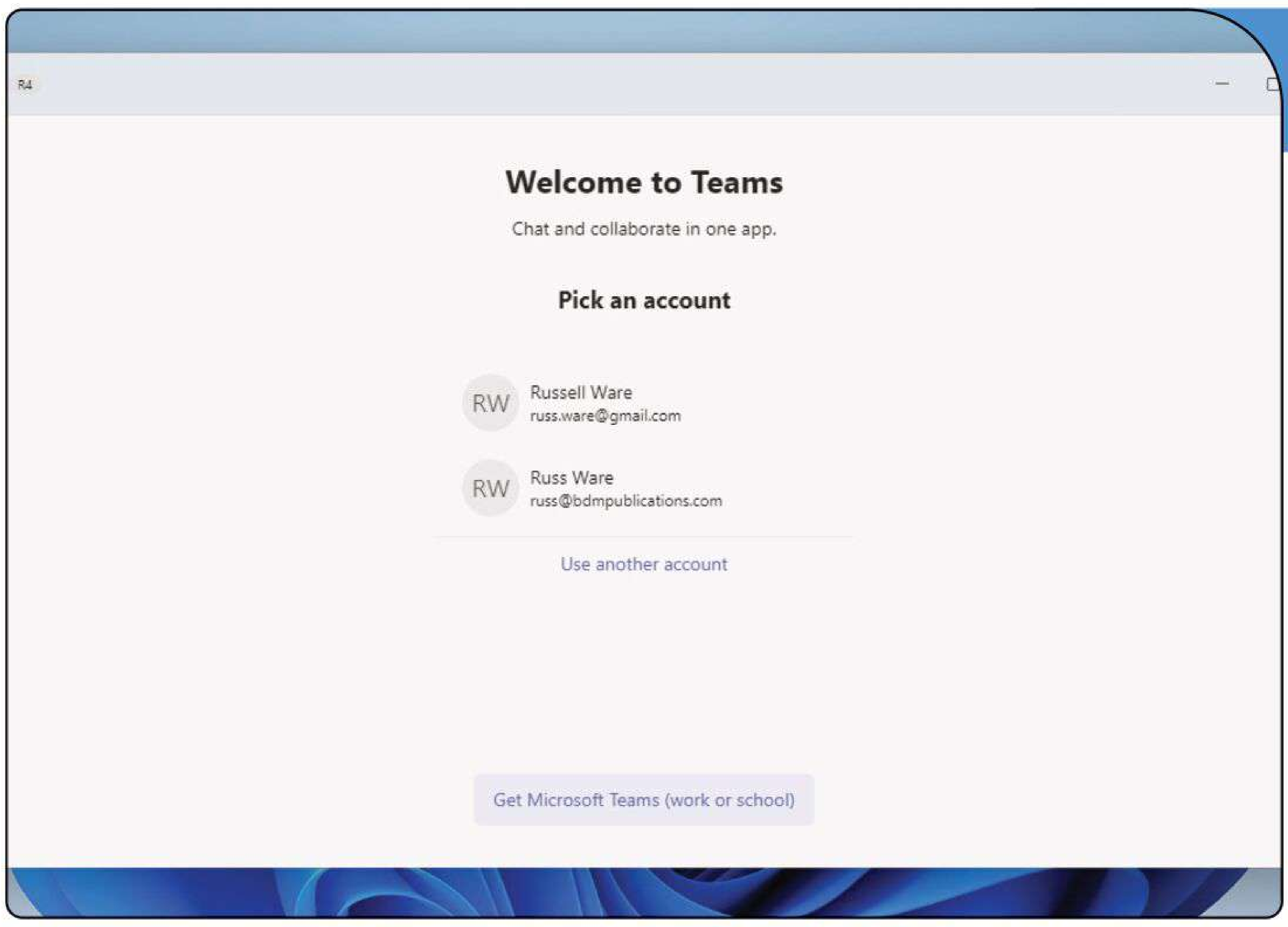


Get all your recent chats at your fingertips

Let's get you set up and ready to use Microsoft Teams.

Step 1

Click the Teams Chat icon in the taskbar, or open the Teams app in the main apps list. If your Microsoft account email matches the one you use when setting up your Teams account, the app should automatically detect it, and log you in to the app after a few moments.



Welcome to Teams

Chat and collaborate in one app.

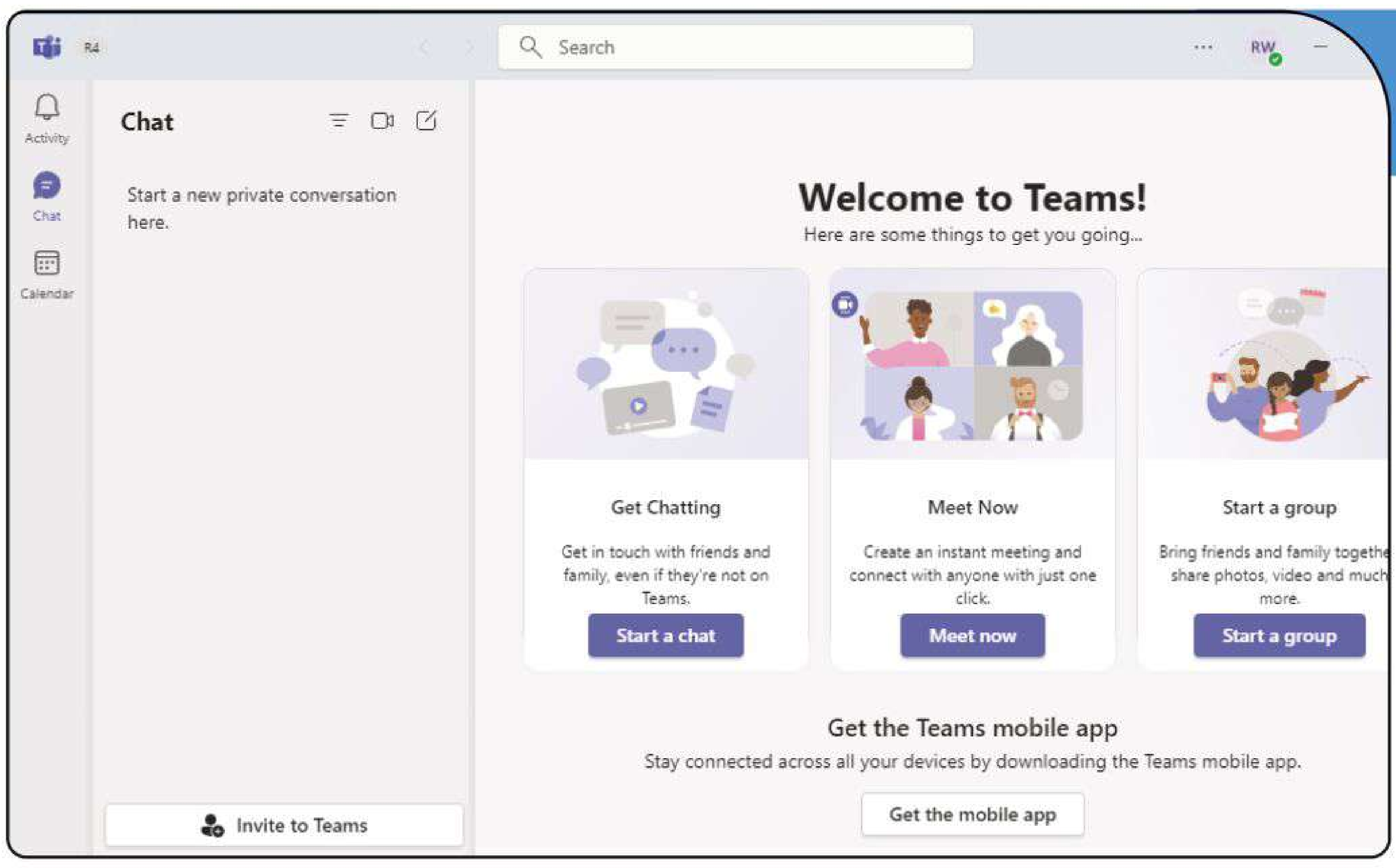
Pick an account

RW Russell Ware
russ.ware@gmail.com

RW Russ Ware
russ@bdmpublications.com

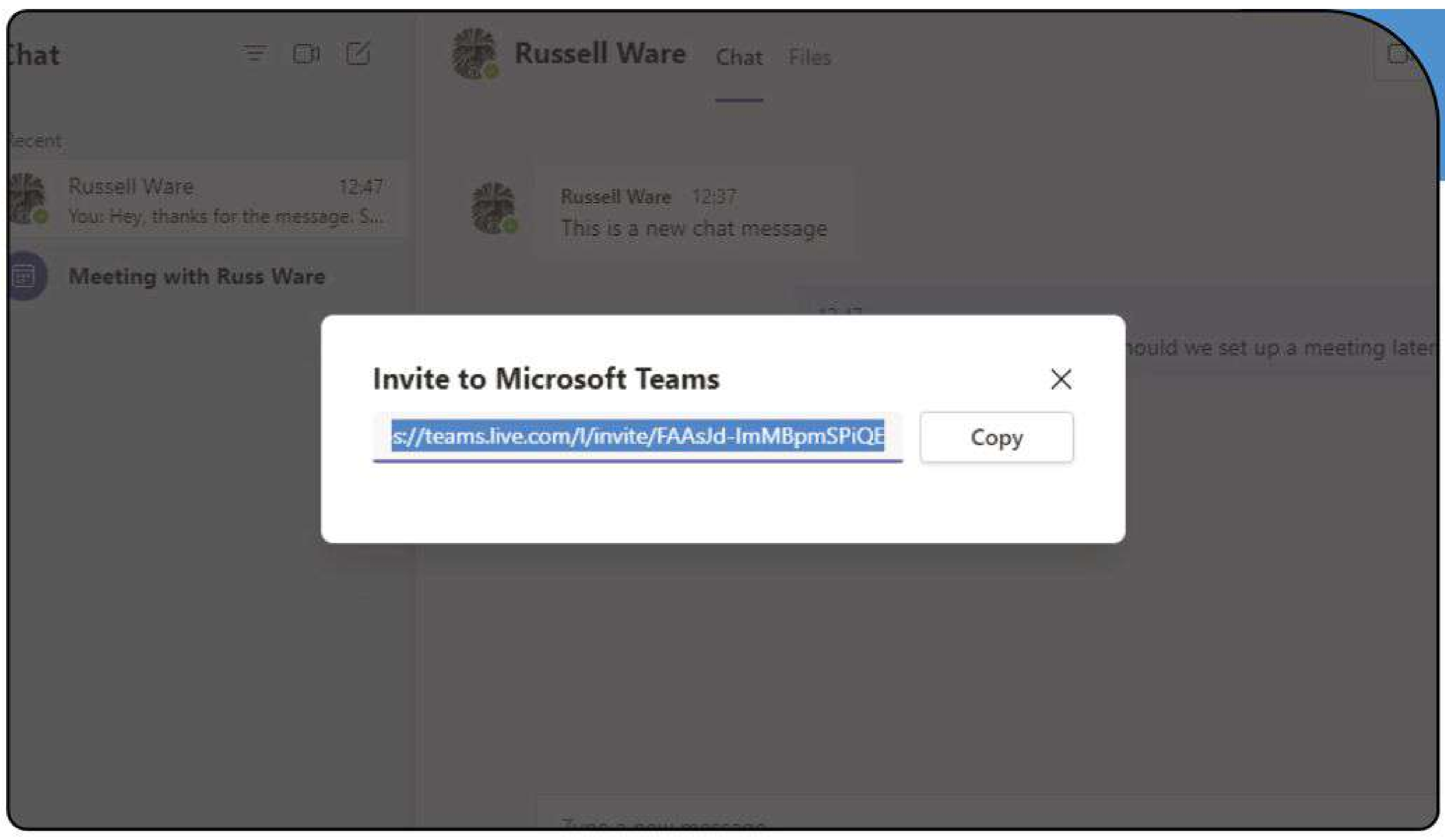
Step 2

If the app doesn't recognise your email address, it will open the Teams login screen. Here you can choose an account to sign in to (if any are displayed), or you can pick another account. If you have yet to set up an account, you can use the link at the bottom and set one up in the browser.


Search
Activity
Chat
Calendar
Chat
Start a new private conversation here.
Welcome to Teams!
Here are some things to get you going...
Get Chatting
Get in touch with friends and family, even if they're not on Teams.
Start a chat
Meet Now
Create an instant meeting and connect with anyone with just one click.
Meet now
Start a group
Bring friends and family together share photos, video and much more.
Start a group
Get the Teams mobile app
Stay connected across all your devices by downloading the Teams mobile app.
Get the mobile app
Invite to Teams

Step 3

Once signed in to your Teams account, the main app window will open. If you automatically signed in by clicking the Chat icon (step 1), you can access the Teams app by clicking the "Open Microsoft Teams" link at the bottom of the chat pop-up window on the taskbar.


Chat
Recent
Russell Ware 12:47
You: Hey, thanks for the message. S...
Meeting with Russ Ware
Russell Ware
Chat
Files
Invite to Microsoft Teams
Copy

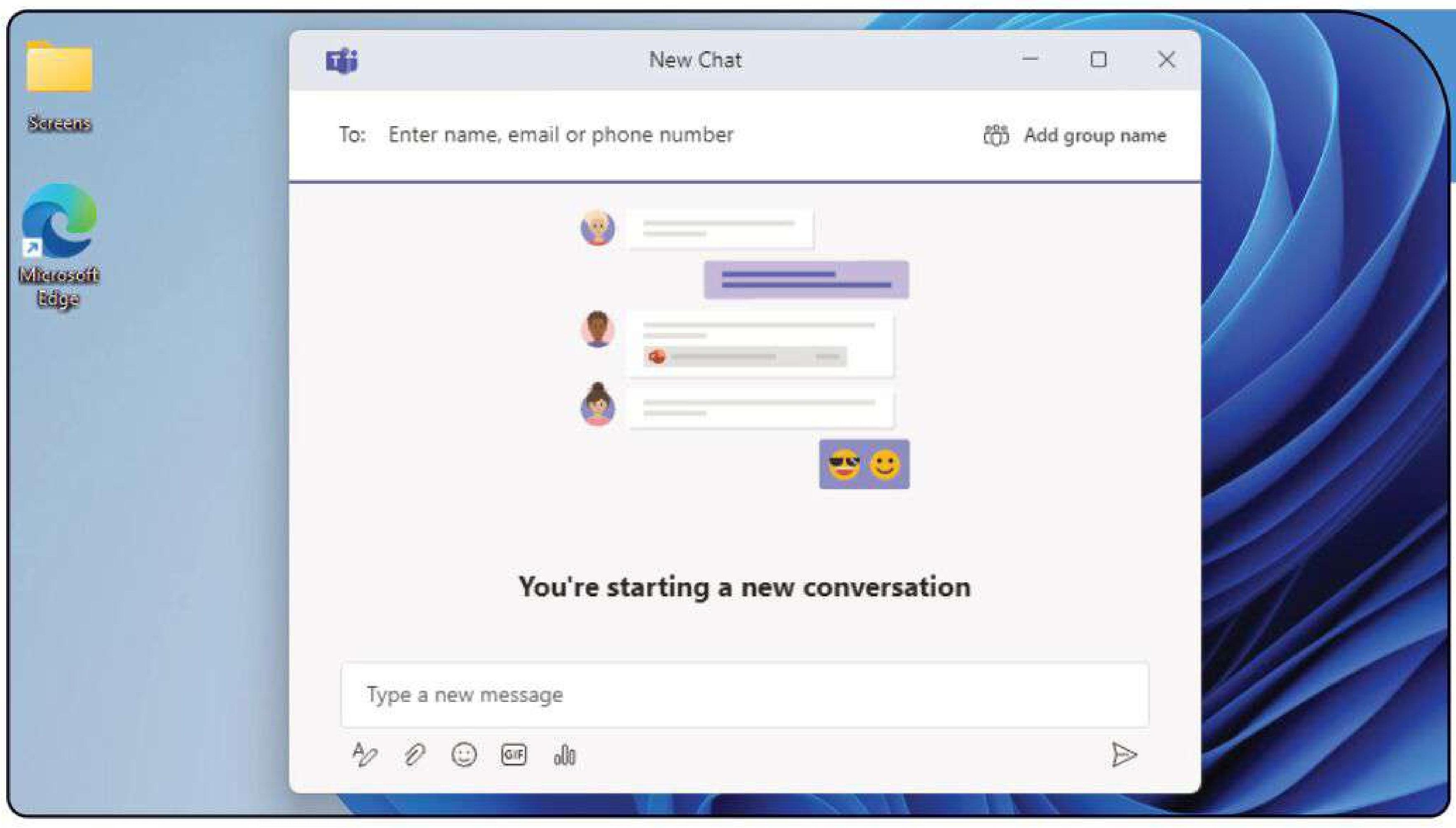
Russell Ware 12:37
This is a new chat message

s://teams.live.com/l/invite/FAAsJd-ImMBpmSPiQE

Step 4

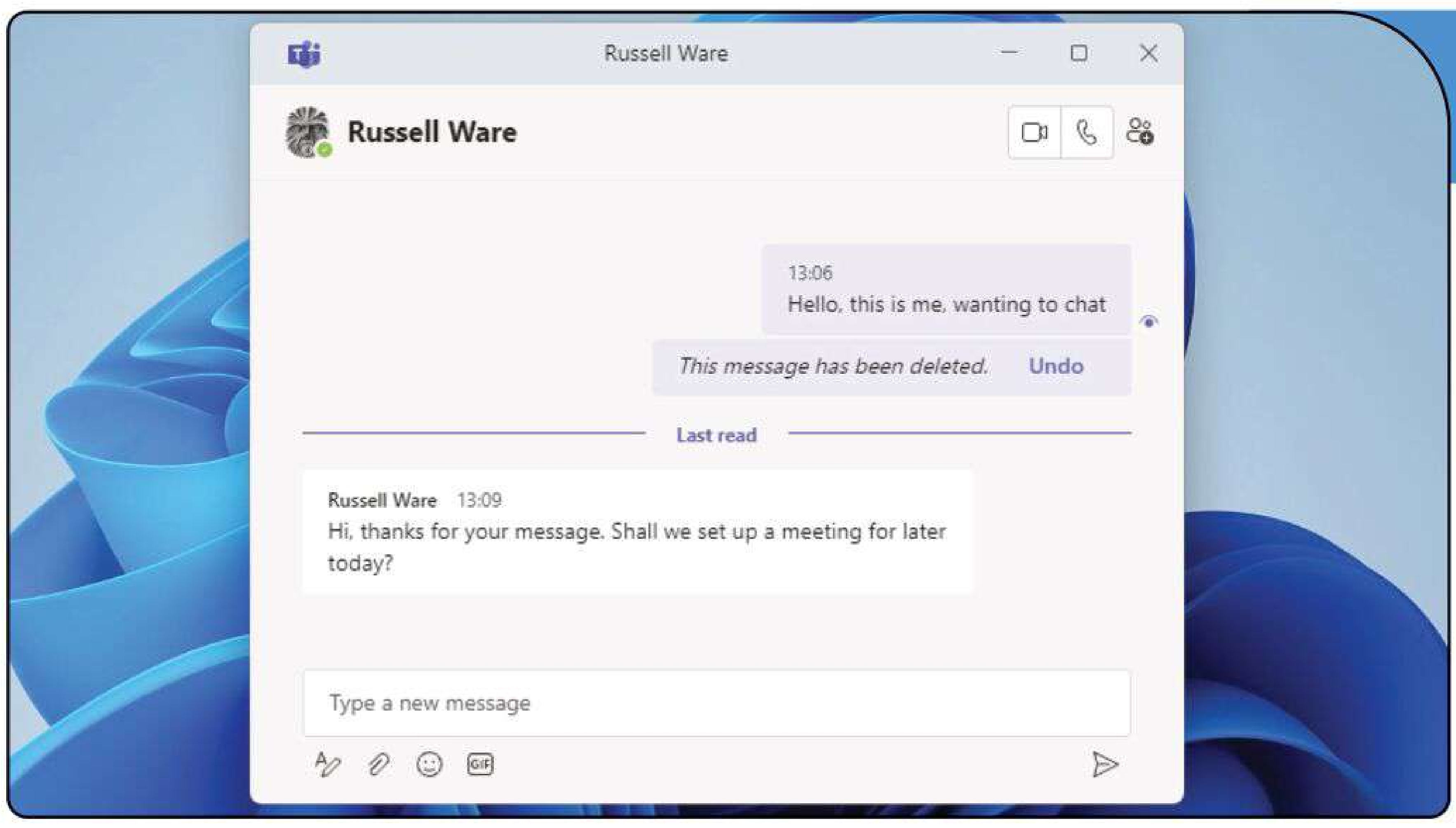
You can invite people to Teams using the button on the left sidebar. Clicking this will create a link that you can send to anyone you want to join Teams. You can invite people to chat by clicking the "Start a chat" button, then entering a name (if in your contacts), email address (anyone) or phone number.

Meet and Chat in Teams


Screens
Microsoft Edge
New Chat
To: Enter name, email or phone number
Add group name
You're starting a new conversation
Type a new message

Step 1

To begin a chat, click the Teams Chat icon in the taskbar. From the pop-up window, click on the Chat button. In the new window that opens, enter a contact name, email address or phone number. Type your message and that person will receive a notification telling them you want to start a chat.


Russell Ware
Russell Ware
Last read
Type a new message

13:06
Hello, this is me, wanting to chat

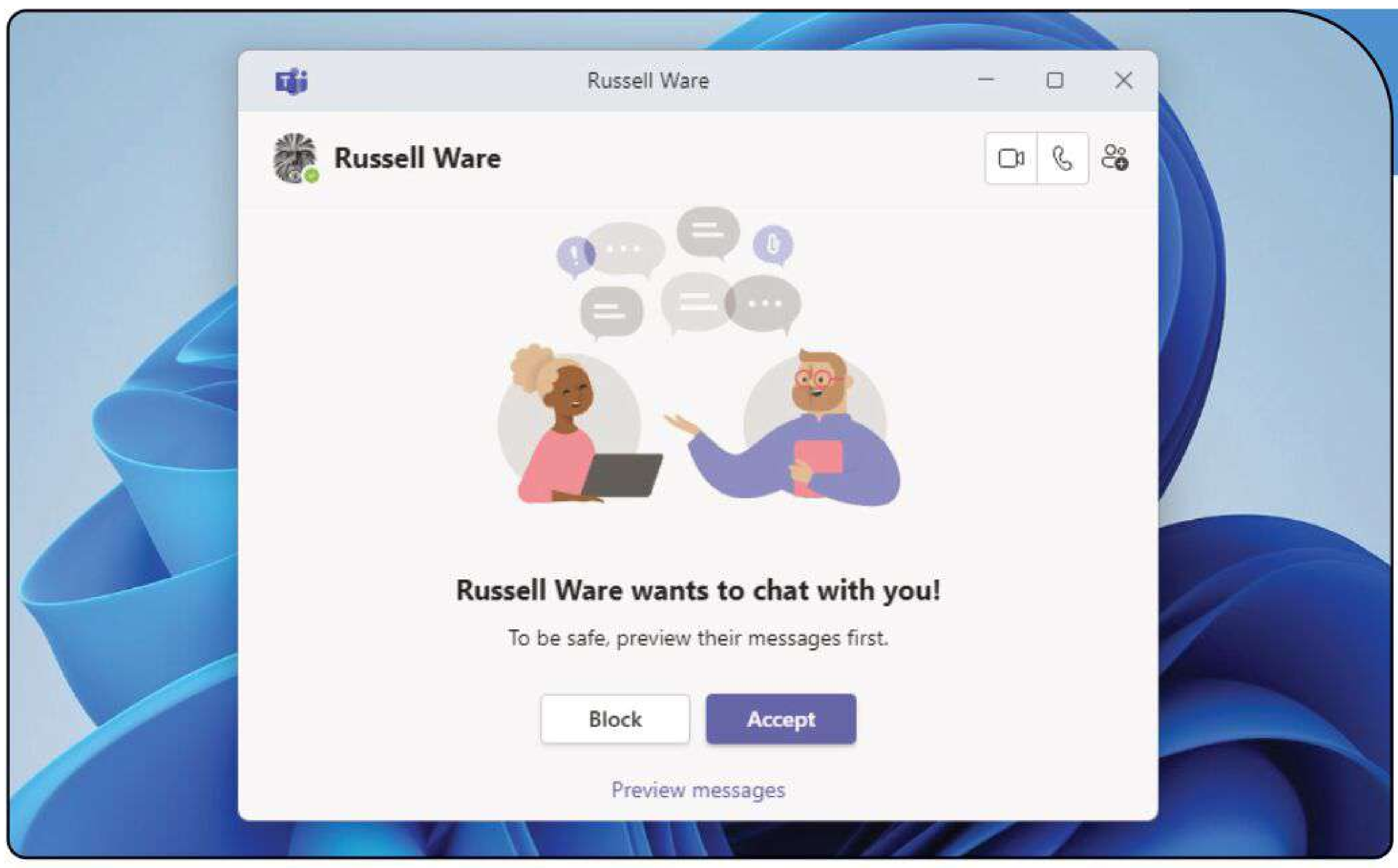
This message has been deleted. Undo

Russell Ware 13:09
Hi, thanks for your message. Shall we set up a meeting for later today?

Step 2

Your messages, and the replies, are shown in the conversation window. You can attach and send files via the chat by clicking the paper clip icon. If you want to switch from a text chat to an audio or video call, click either of the buttons at the top-right of the chat window.

Step 3

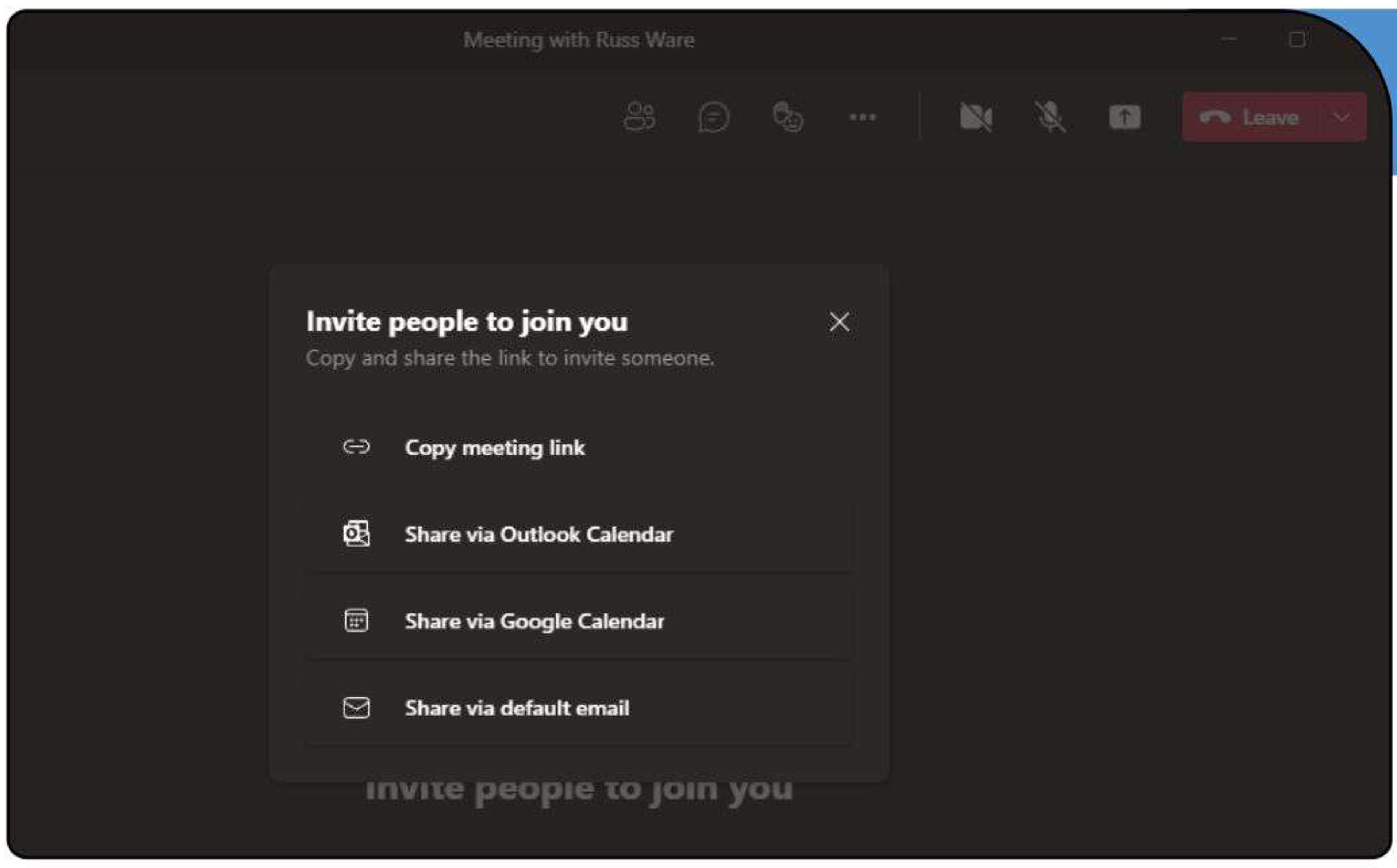

Russell Ware
Russell Ware
Block
Accept
Preview messages

Russell Ware wants to chat with you!

To be safe, preview their messages first.

If you receive a chat request, you will see a notification in the main Notification center (Action center), and a badge will appear on the chat icon in the taskbar. You can choose to accept or reject the chat request. If you accept, the message will appear and you can start chatting.

Step 4

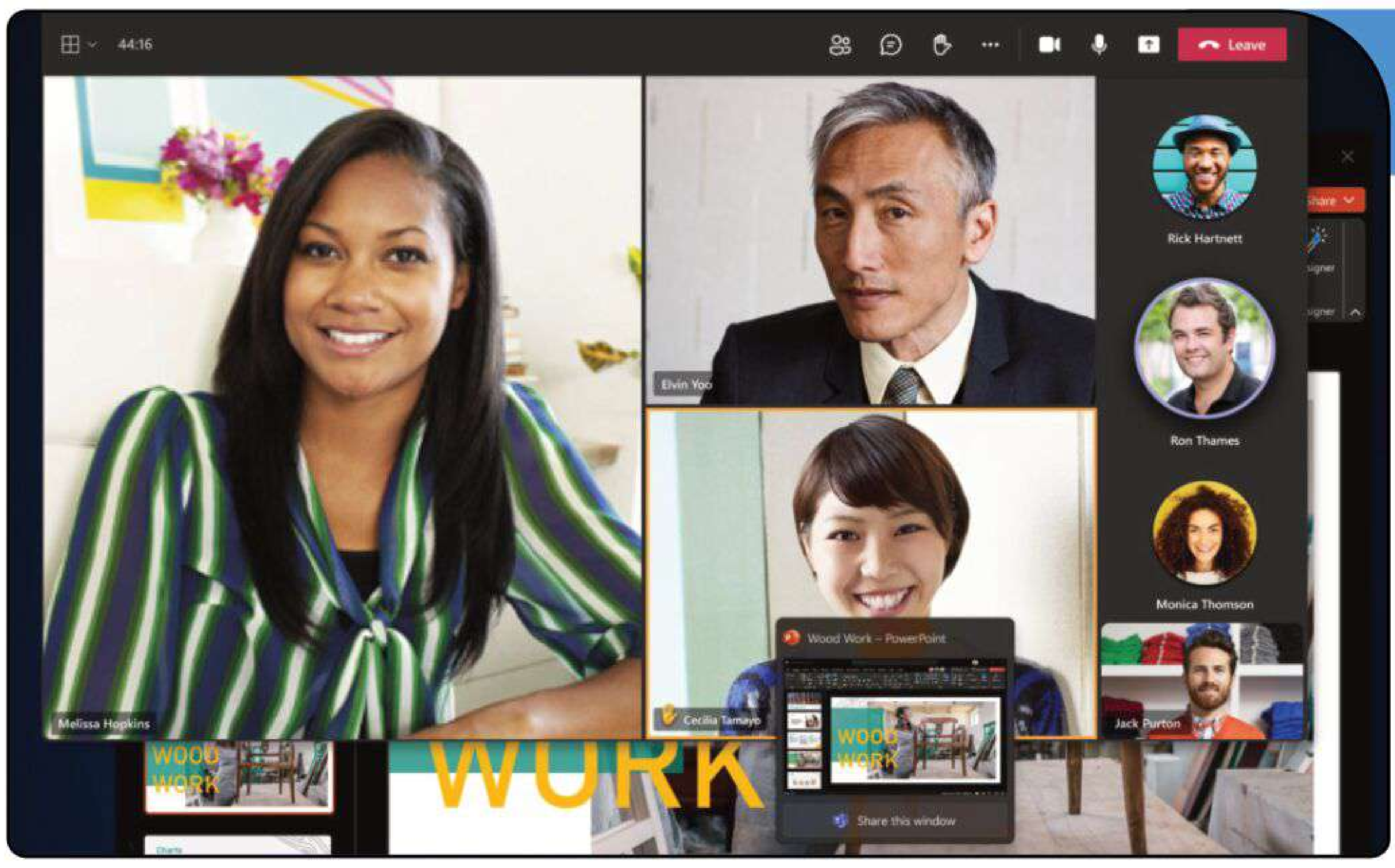

Meeting with Russ Ware
Leave
Copy meeting link
Share via Outlook Calendar
Share via Google Calendar
Share via default email
Invite people to join you

Invite people to join you

Copy and share the link to invite someone.

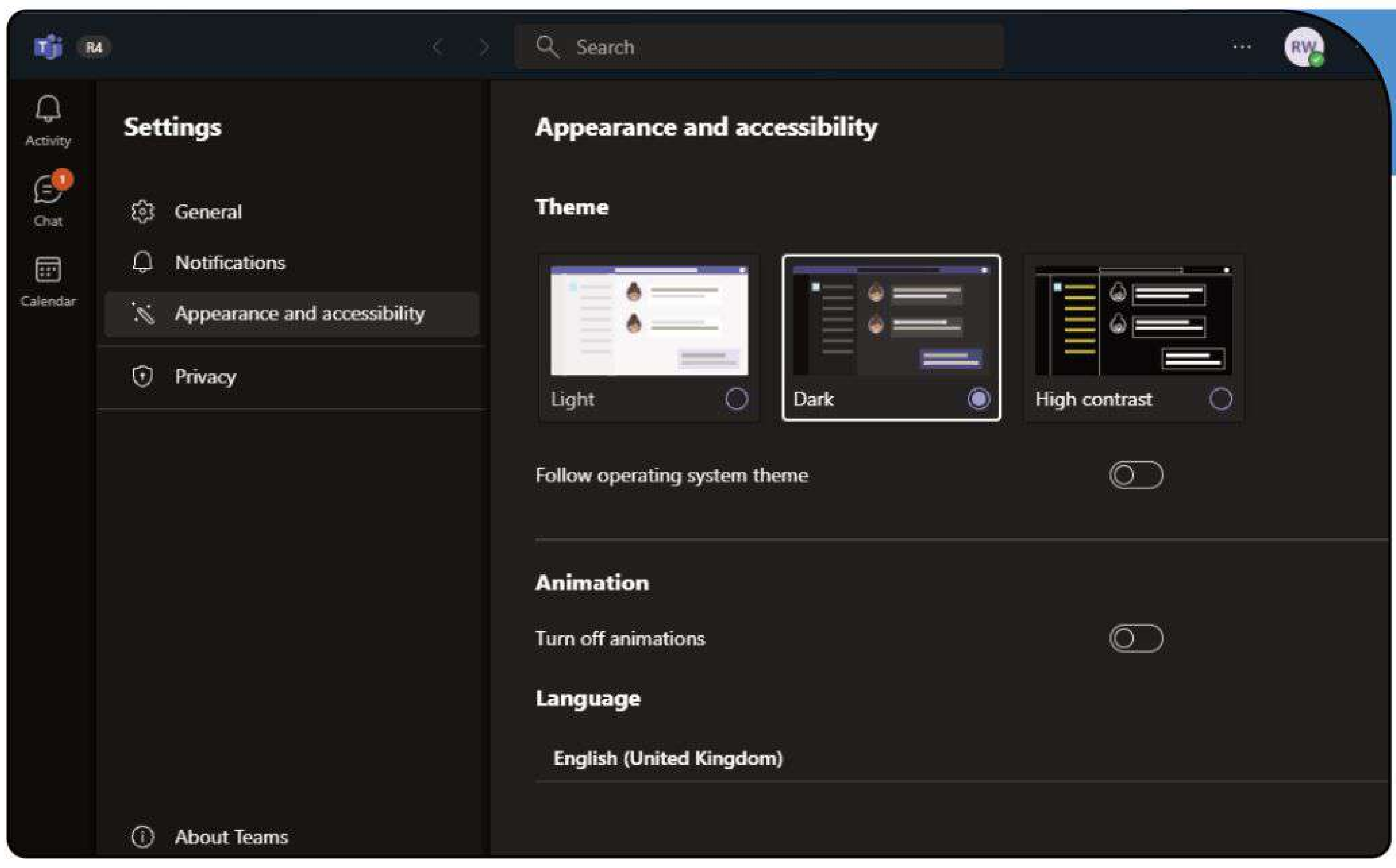
To start a meeting, click the Meet button. Give your meeting a name, and you will then be shown several ways to invite people. These include a link you can send, via Outlook Calendar, Google calendar or email. Once shared, you can start the meeting and wait for others to join.

Step 5


44:16
Leave
Melissa Hopkins
Elvin Yoo
Cecilia Tamayo
Rick Hartnett
Ron Thames
Monica Thomson
Jack Purton
Wood Work – PowerPoint
Share this window

Once you are in the meeting you have controls to enable/disable the microphone, enable/disable the camera or set a background blur, etc. To leave a meeting, you just have to click the red Hang up button. If the meeting host ends the meeting, you will automatically be hung up from everyone.

Step 6


Search
Activity
Chat
Calendar
Settings
General
Notifications
Appearance and accessibility
Privacy
About Teams
Appearance and accessibility
Theme
Light
Dark
High contrast
Animation
Language

Theme: Dark

Follow operating system theme

Turn off animations

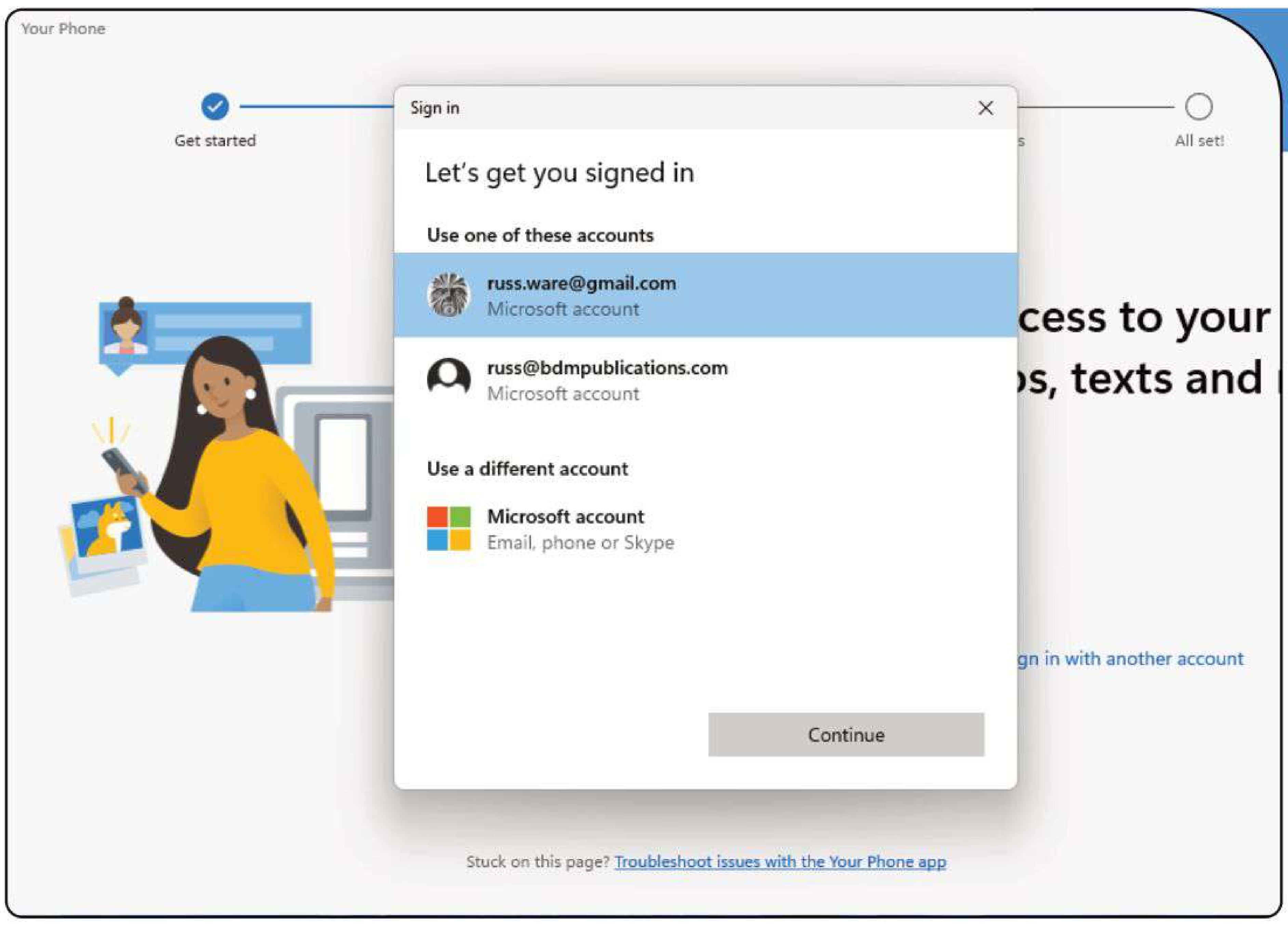
Language: English (United Kingdom)

You can change the look of the Teams app and Teams Chat in the app settings. Under Appearance & Accessibility, choose from light, dark or high contrast themes. You can also choose to turn off animations, select the app language and change how you are notified of new chats and meetings.

Connect Your Phone and PC

You can connect an Android phone to both your Microsoft account and Windows 11, allowing you to view the photos on your phone from the comfort of your desktop, and even view call and SMS details on your computer as they arrive on your phone.

Using the Your Phone App

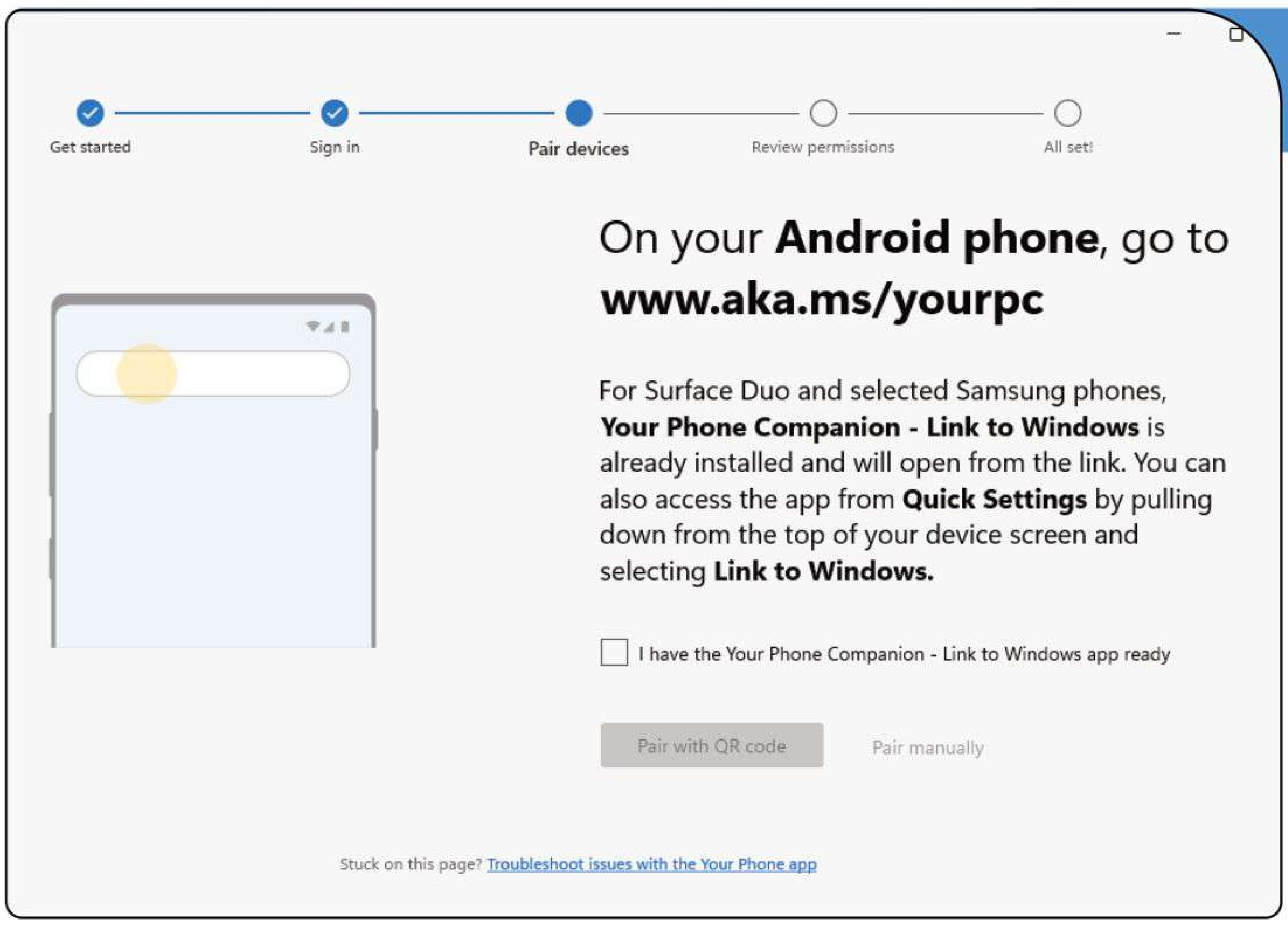

Your Phone
Get started
All set!
Sign in
Use one of these accounts
russ.ware@gmail.com
Microsoft account
russ@bdmpublications.com
Microsoft account
Use a different account
Microsoft account
Email, phone or Skype
Continue
cess to your
s, texts and
gn in with another account

Let's get you signed in

Stuck on this page? Troubleshoot issues with the Your Phone app

Step 1

Open the main app list from the Start menu and look for "Your Phone". Click the app and then click the "Get Started" button on the screen that opens. You will need to sign in with the same Microsoft account on both the PC and the companion app on your phone. Select/sign in to that account next.


Get started
Sign in
Pair devices
Review permissions
All set!
Pair with QR code
Pair manually

On your **Android phone**, go to **www.aka.ms/yourpc**

For Surface Duo and selected Samsung phones, **Your Phone Companion - Link to Windows** is already installed and will open from the link. You can also access the app from **Quick Settings** by pulling down from the top of your device screen and selecting **Link to Windows.**

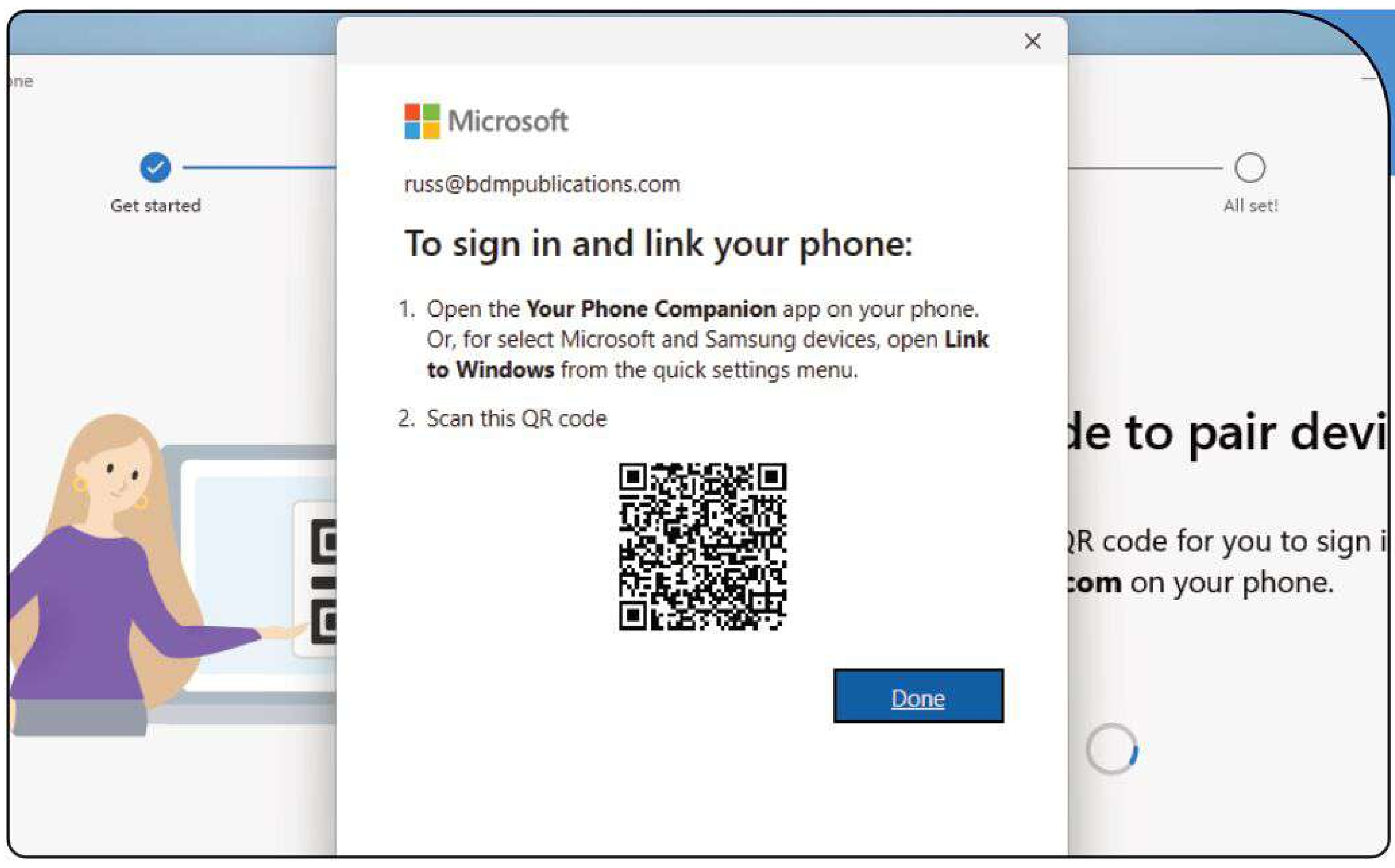
☐ I have the Your Phone Companion - Link to Windows app ready

Stuck on this page? Troubleshoot issues with the Your Phone app

Step 2

On your Android phone, open a browser window and go to www.aka.ms/yourpc. You may already have an app installed that can link to windows called Your Phone Companion (on Samsung, open the Quick settings and look for "Link to Windows"). If so, open the app and follow the instructions.

Step 3


Get started
All set!
Microsoft
Done

russ@bdmpublications.com

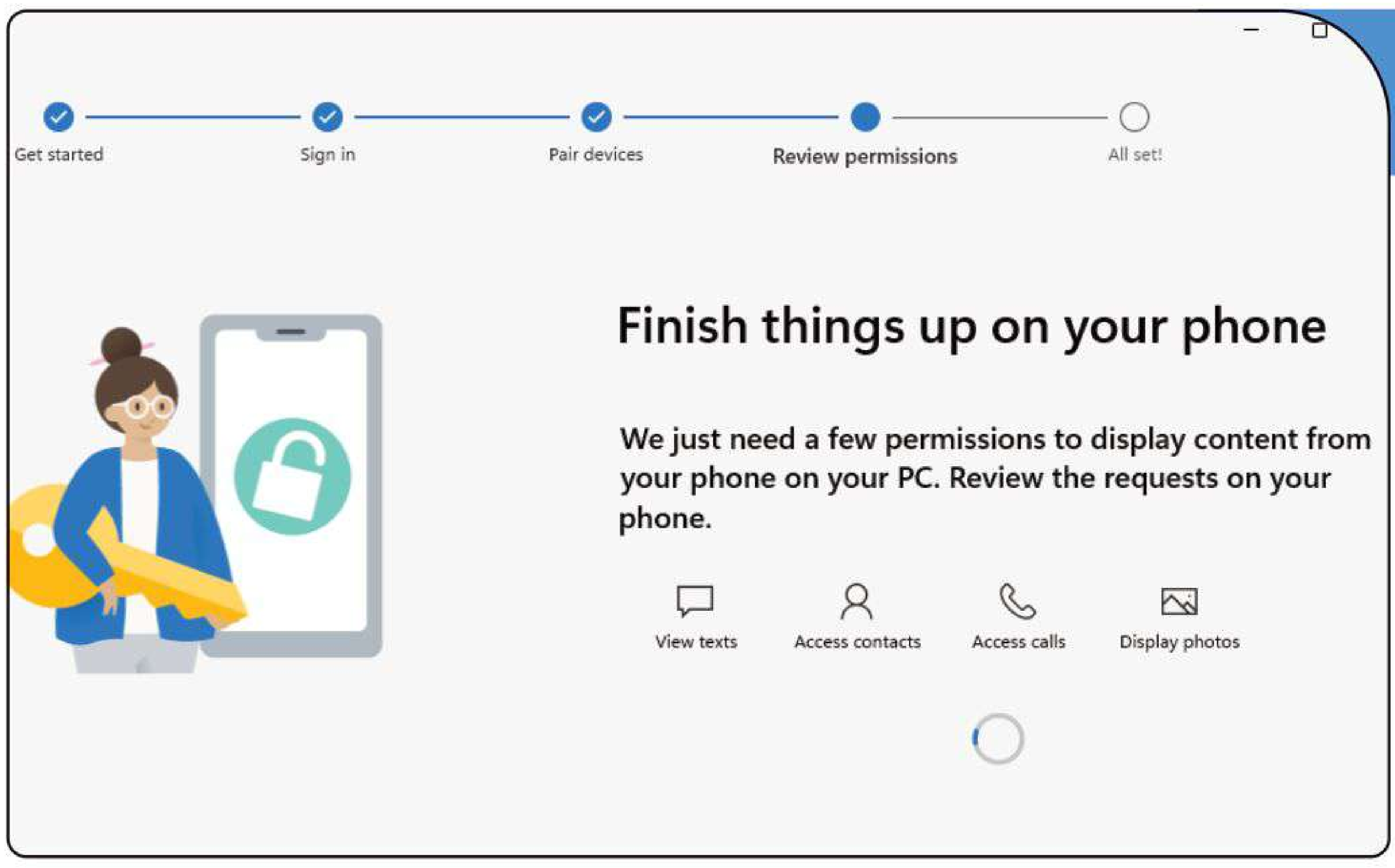
To sign in and link your phone:

1. Open the **Your Phone Companion** app on your phone. Or, for select Microsoft and Samsung devices, open **Link to Windows** from the quick settings menu.
2. Scan this QR code

de to pair devi
R code for you to sign i
com on your phone.

When asked, click "Pair with QR code" in the Your Phone app on your computer. A QR code will be created and appear on screen. On your phone, click Continue and a QR code reader screen will open. Use this to read the QR code on your computer screen. After a few seconds the two devices should link.

Step 4

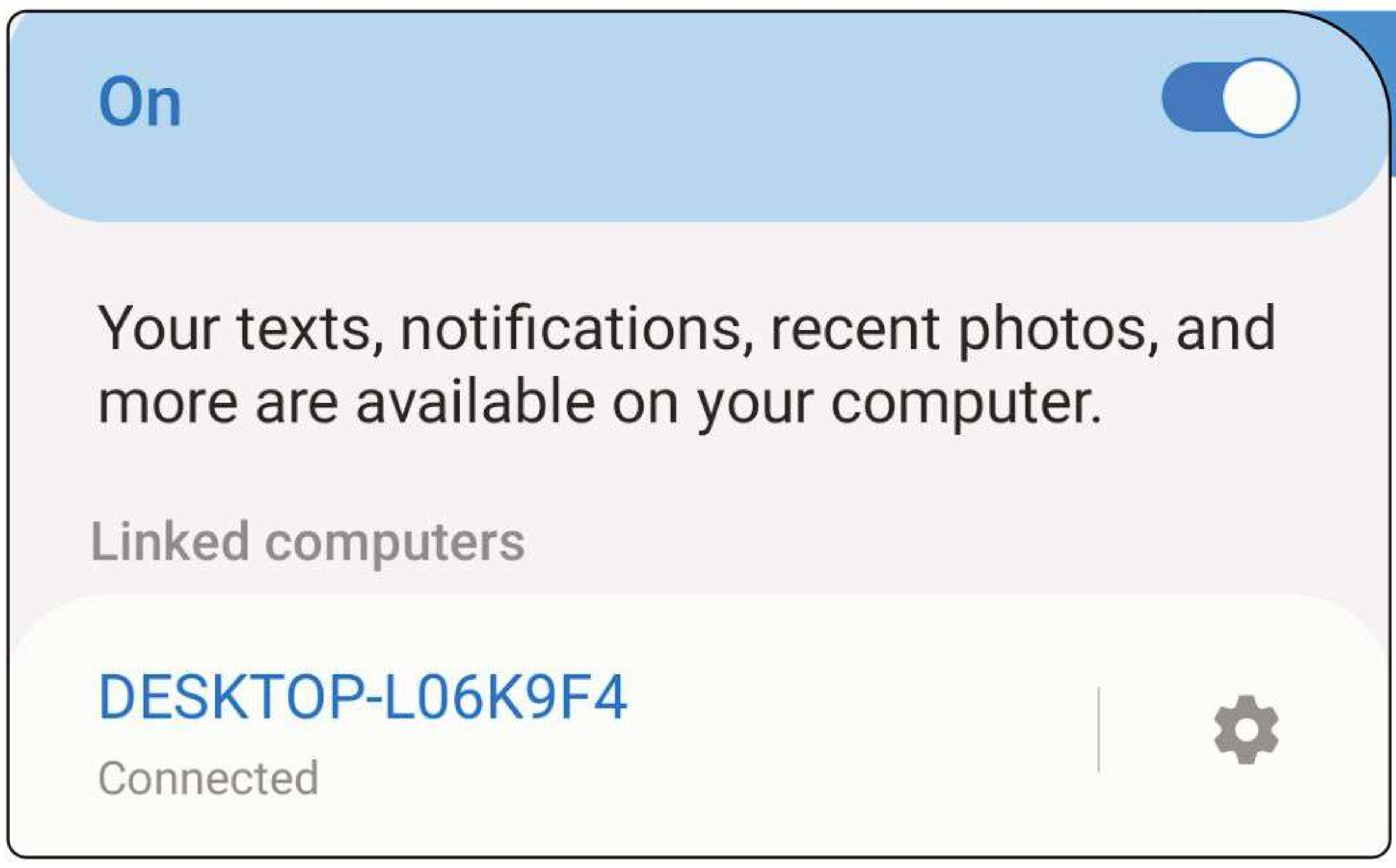

Get started
Sign in
Pair devices
Review permissions
All set!
View texts
Access contacts
Access calls
Display photos

Finish things up on your phone

We just need a few permissions to display content from your phone on your PC. Review the requests on your phone.

You will need to give the app permission to access certain things on your phone. These include contacts, calls, photos and media, and SMS messages. You can refuse any of these individual permissions and the Your phone app will still work, just without access to that feature.

Step 5



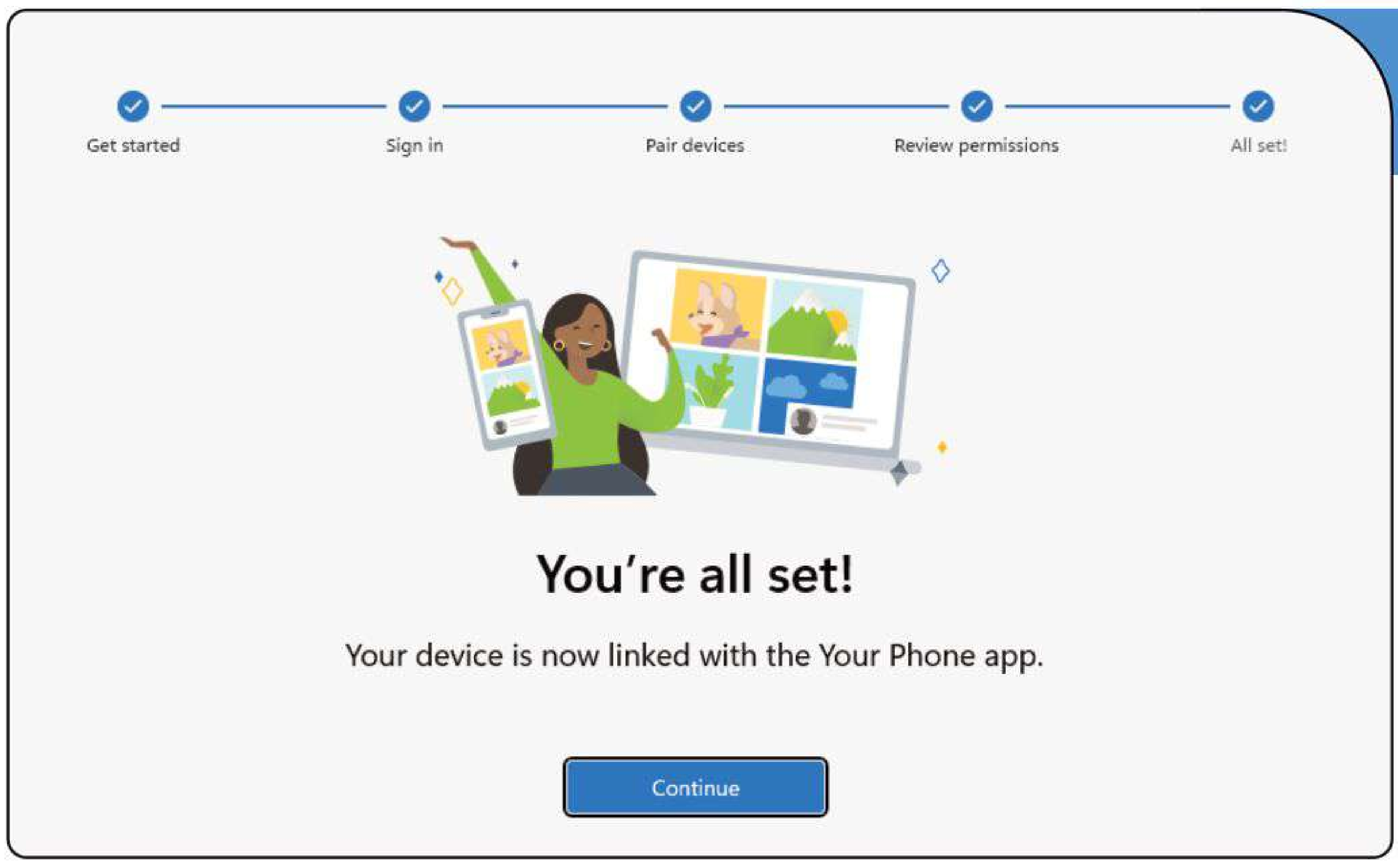
Your texts, notifications, recent photos, and more are available on your computer.

Linked computers

DESKTOP-L06K9F4
Connected

If all is successful, you should now see your phone displayed in the Your Phone app on your computer. There is a new screen displayed on your phone, this shows the settings for the Microsoft companion app, alongside which Windows 11 computer it is connected.

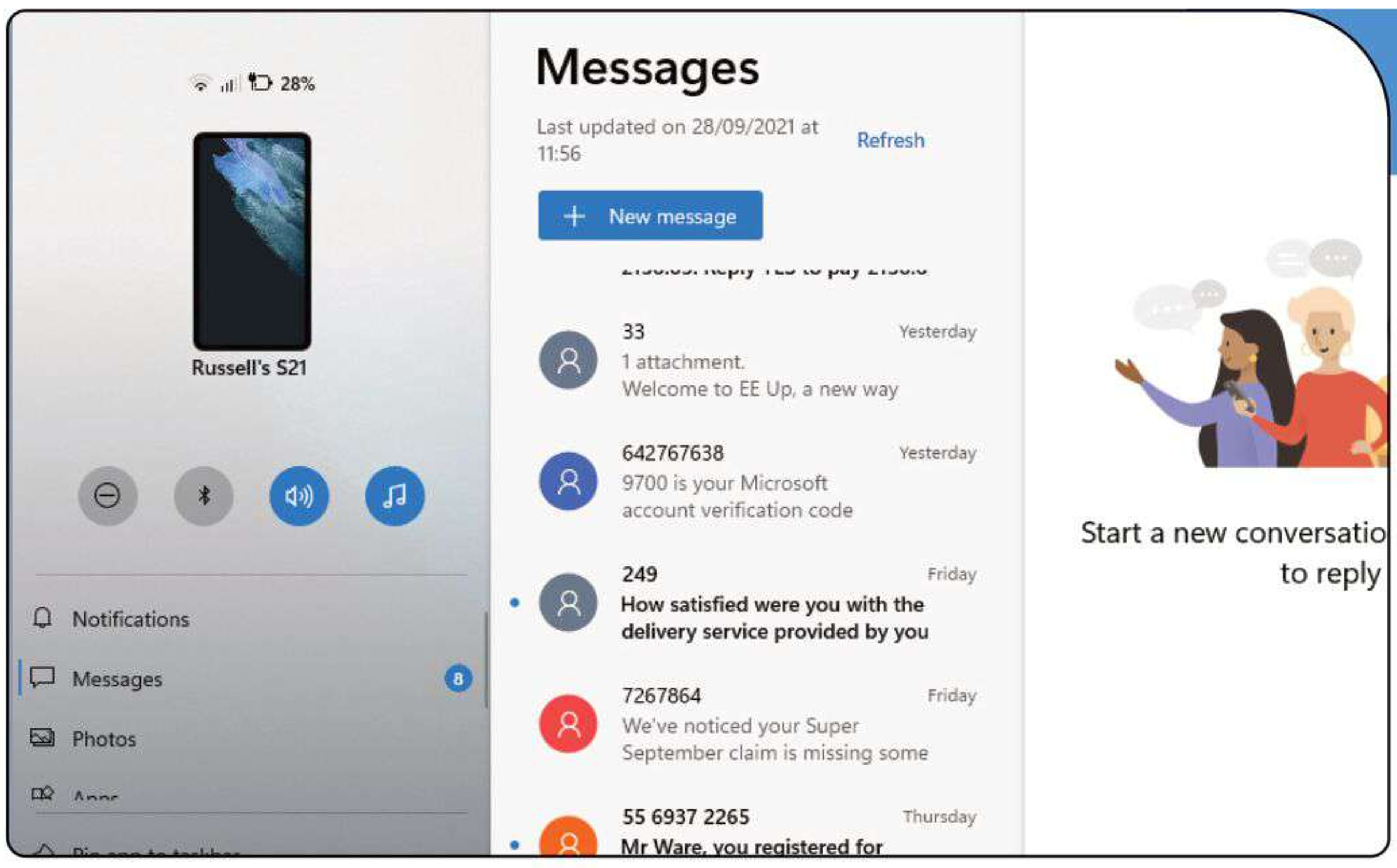
Step 6


Get started
Sign in
Pair devices
Review permissions
All set!
Continue

You're all set!

Your device is now linked with the Your Phone app.

Now it's time to start using the Your Mobile app. In the left-hand sidebar are several different sections. These include Photos, Messages, Notifications and Apps. Some of these need to be set up further to begin using them, follow the on-screen instructions to do so.


28%
Russell's S21
Notifications
Messages
8
Photos
Messages
Last updated on 28/09/2021 at 11:56
Refresh
New message
Start a new conversatio
to reply

33 Yesterday
1 attachment.
Welcome to EE Up, a new way

642767638 Yesterday
9700 is your Microsoft account verification code

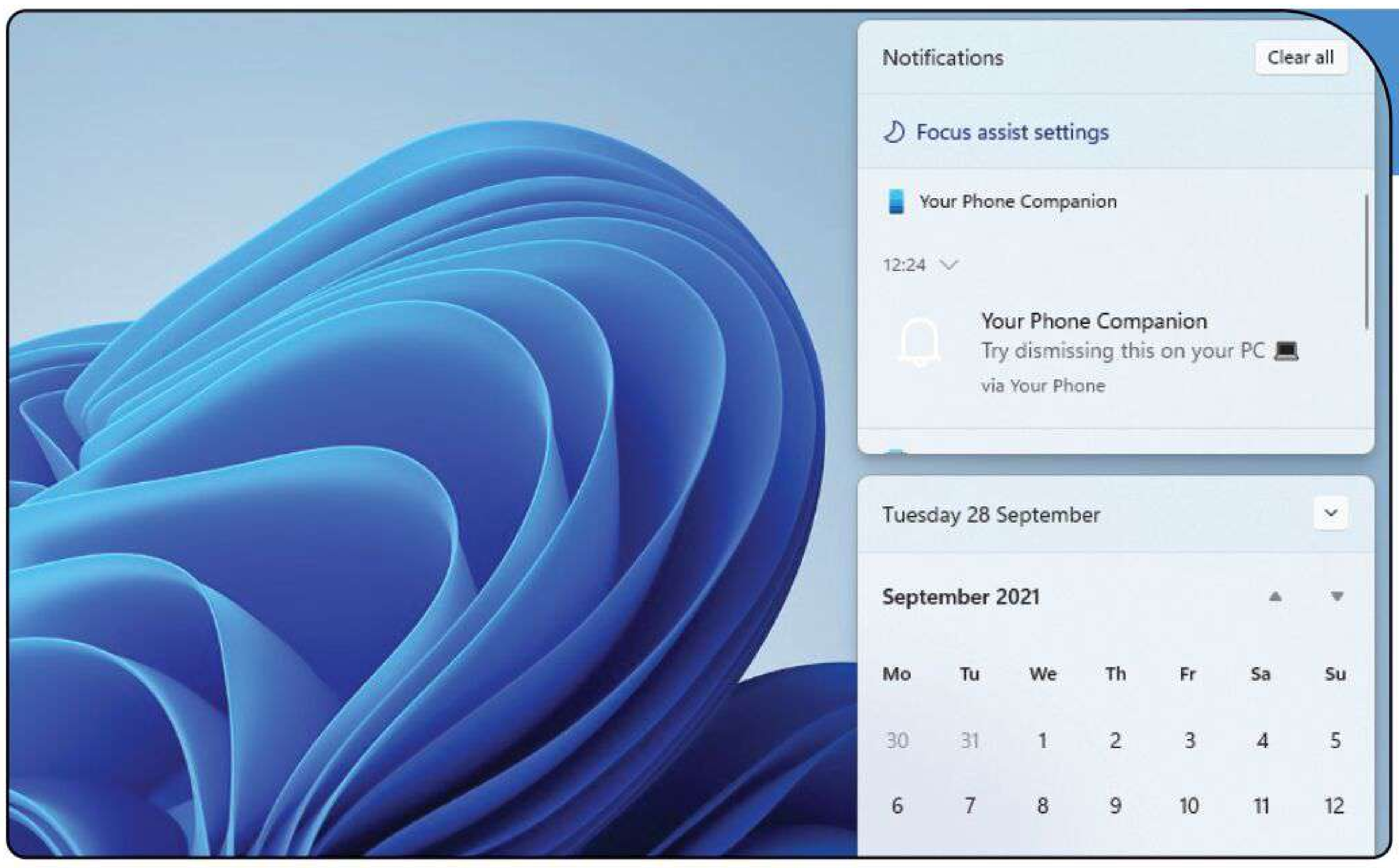
249 Friday
How satisfied were you with the delivery service provided by you

7267864 Friday
We've noticed your Super September claim is missing some

55 6937 2265 Thursday
Mr Ware, you registered for

Step 7

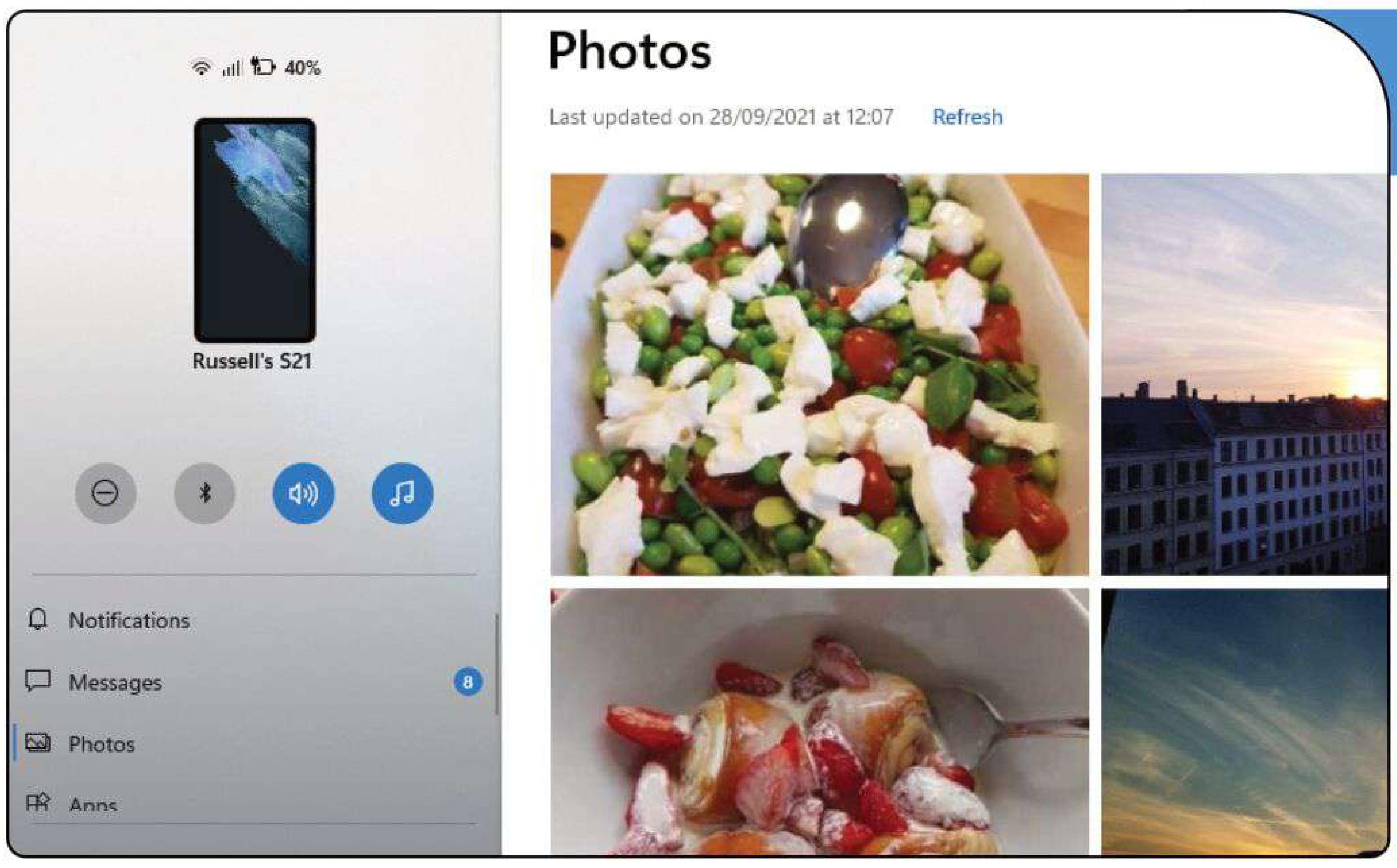
Click on Messages first. When asked, send a notification to your phone to ask permission to access messages (if already given, this opens the messages list). Your phone messages are now displayed, and you can click on any to read and reply. You can also create new messages from your PC.


Notifications
Clear all
Focus assist settings
Your Phone Companion
12:24
Tuesday 28 September
September 2021
Mo
Tu
We
Th
Fr
Sa
Su
30
31
1
2
3
4
5
6
7
8
9
10
11
12

Your Phone Companion
Try dismissing this on your PC
via Your Phone

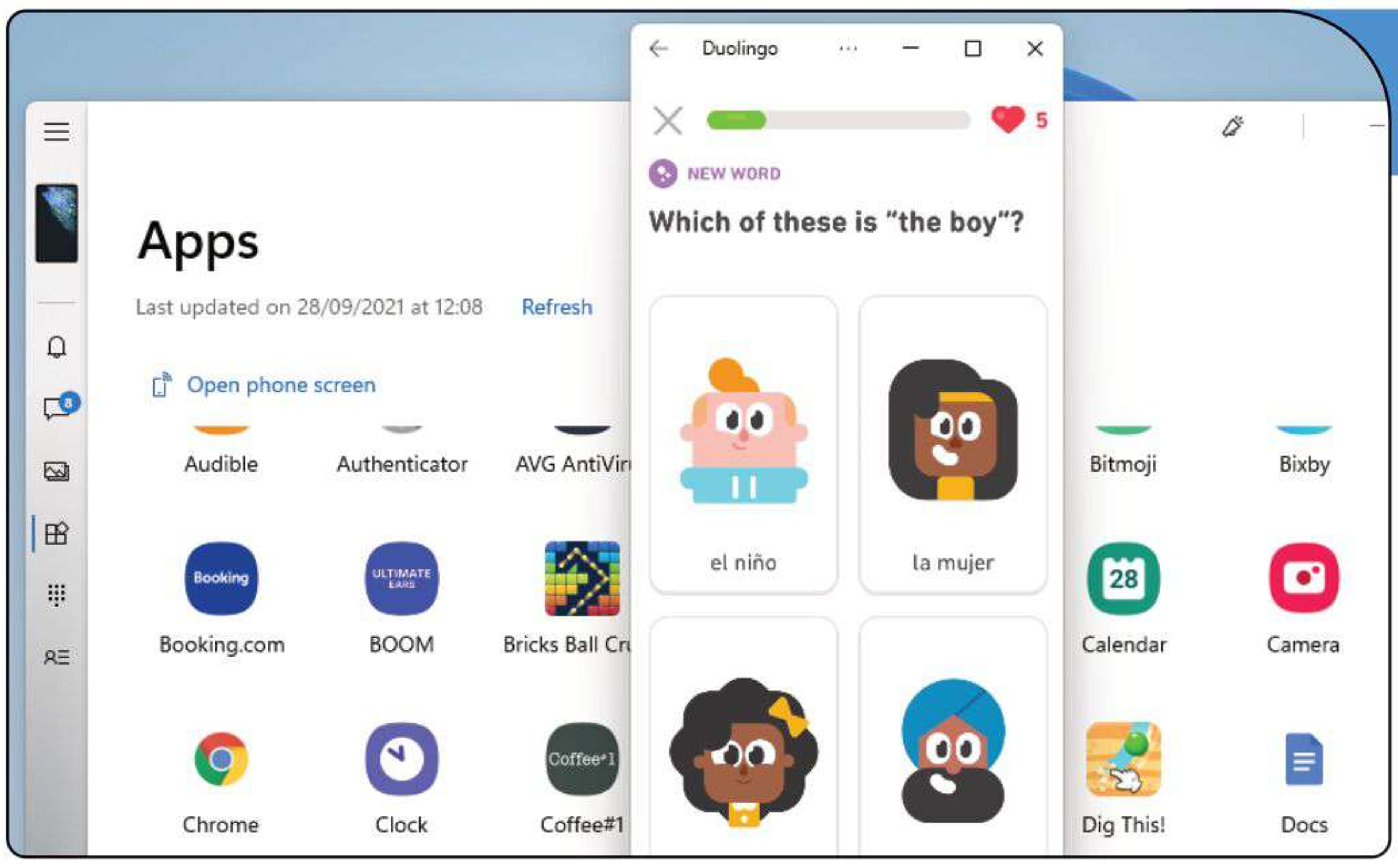
Step 8

If you want to be able to see notifications from your phone on your PC screen, you need to click on Notifications and then click “Get Started”. Again, you need to allow this on your phone settings. Phone notifications will pop up on your PC screen in the same place as other notifications.


40%
Russell's S21
Notifications
Messages
8
Photos
Apps
Photos
Last updated on 28/09/2021 at 12:07
Refresh

Step 9

To view photos stored on your phone from the comfort of your PC, click the Photos section. Allow access as before, and then wait while the view refreshes. You can open them in the Photos app by clicking on them. You can now also delete photos on your phone from the PC app.


Apps
Last updated on 28/09/2021 at 12:08
Refresh
Open phone screen
Audible
Authenticator
AVG AntiVir
Bitmoji
Bixby
Booking.com
BOOM
Bricks Ball Cr
Calendar
Camera
Chrome
Clock
Coffee#1
Dig This!
Docs
Duolingo
5
NEW WORD
el niño
la mujer

Which of these is “the boy”?

Step 10

You can open apps that are on your phone, on your computer. Click the apps section, then click on an app icon in the list. You will need to give permission on your phone to cast to the Windows app, but once done, the app will open on your computer screen in a phone screen shaped window.

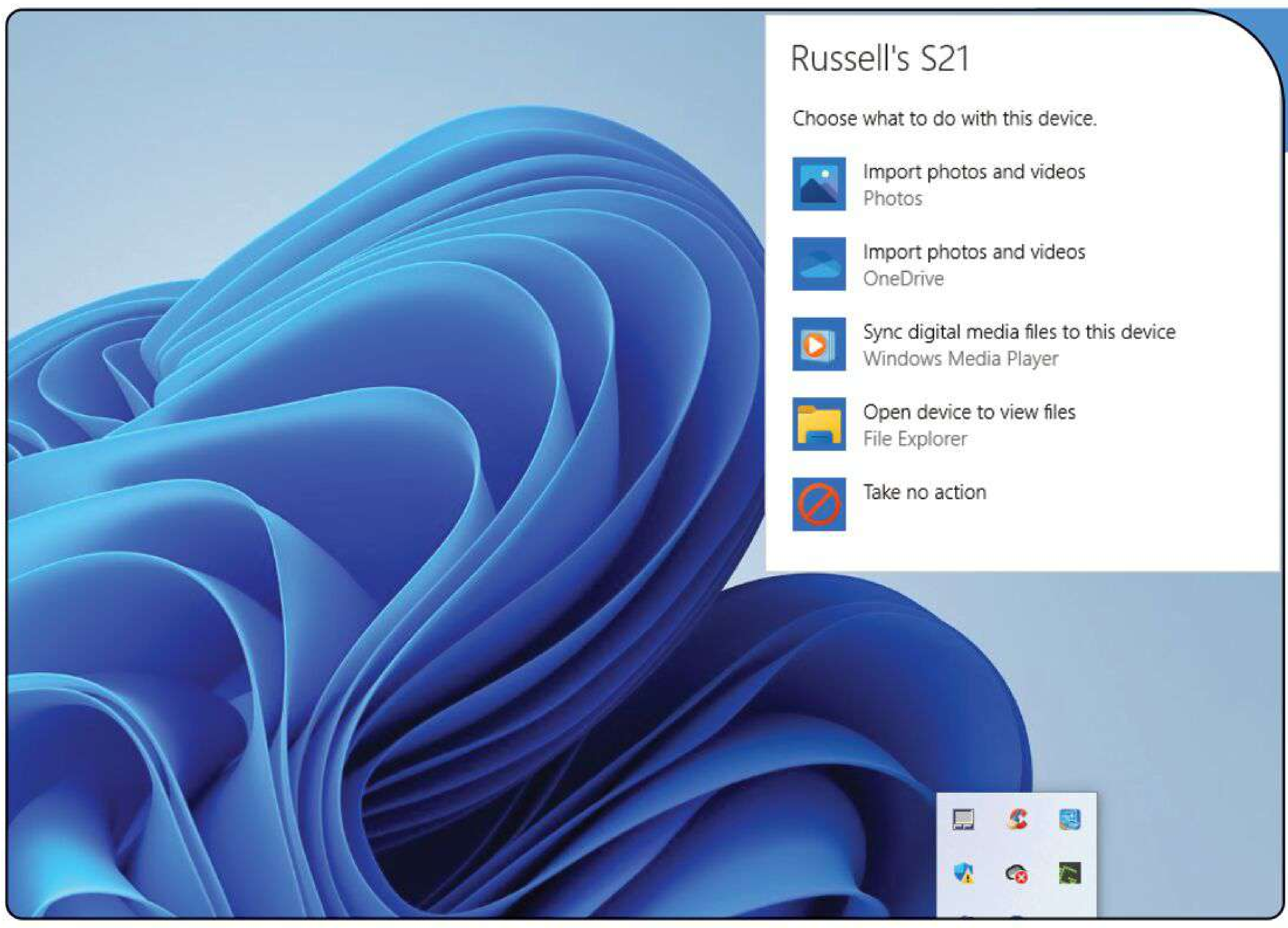
Importing Photos

Importing photos from a digital camera, or phone, is a fairly simple task; but you can encounter problems. Here we take a look at importing photos from your phone, tablet or camera; using different methods and tools already included in Windows 11.

Importing to a Folder

Step 1

The first thing you need to do to import photos directly from a phone or camera is to connect the relevant cable to your PC. In almost all cases, this will be a USB cable of some sort. You will have been supplied a transfer cable with the device you are using. Plug this into a free USB port.



Russell's S21

Choose what to do with this device.

Import photos and videos
Photos

Import photos and videos
OneDrive

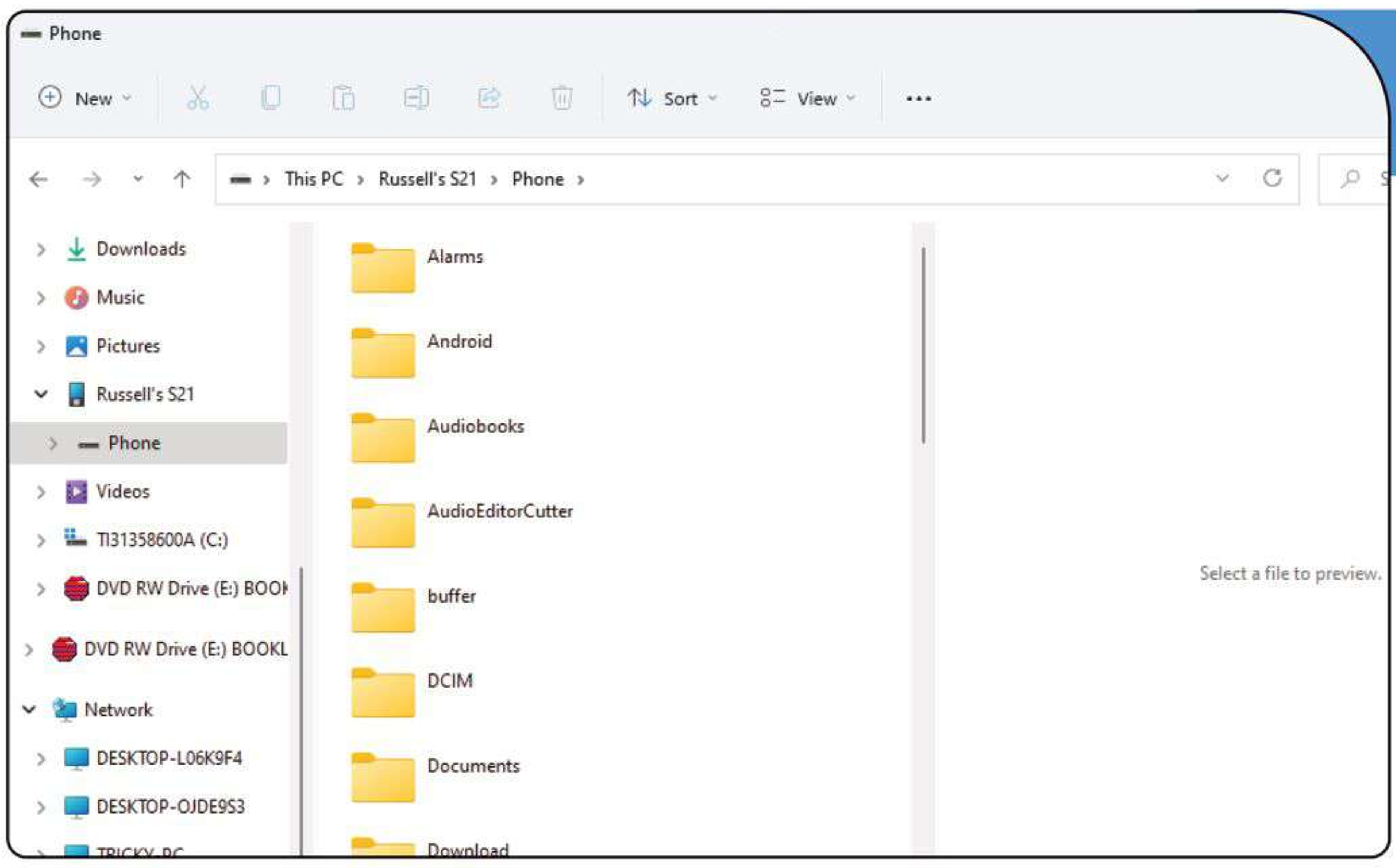
Sync digital media files to this device
Windows Media Player

Open device to view files
File Explorer

Take no action

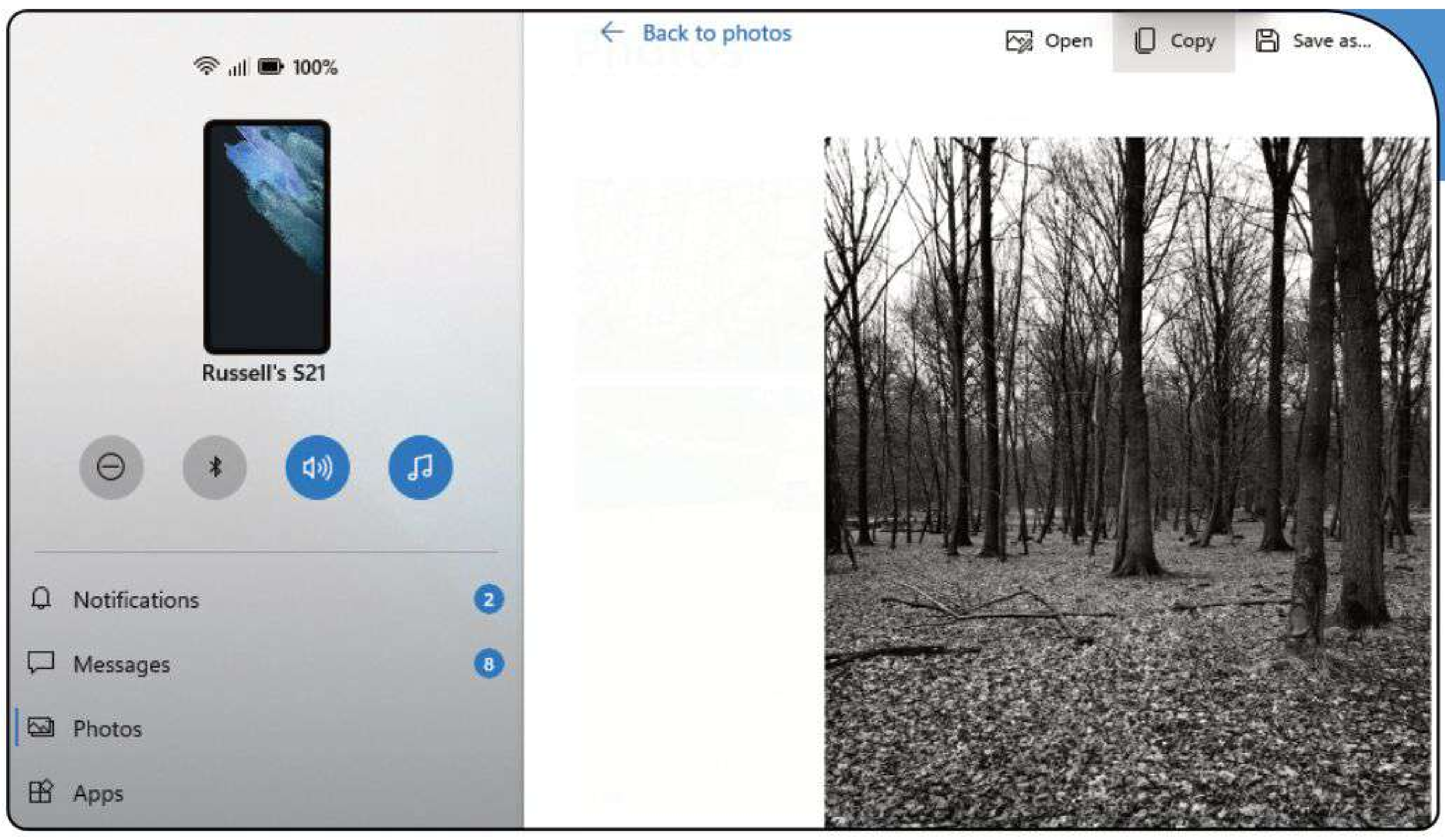
Step 2

Normally, when you first plug a device in to your computer which contains storage of some sort, Windows will ask how you want to handle the files in that storage. Scroll down the list to see 'Open in a Folder'. In some cases, Explorer will open showing the connected device.


Phone
New
Sort
View
This PC › Russell's S21 › Phone ›
Downloads
Music
Pictures
Russell's S21
Phone
Videos
TI31358600A (C:)
DVD RW Drive (E:) BOOK
DVD RW Drive (E:) BOOKL
Network
DESKTOP-L06K9F4
DESKTOP-OJDE9S3
Alarms
Android
Audiobooks
AudioEditorCutter
buffer
DCIM
Documents
Download
Select a file to preview.

Step 3

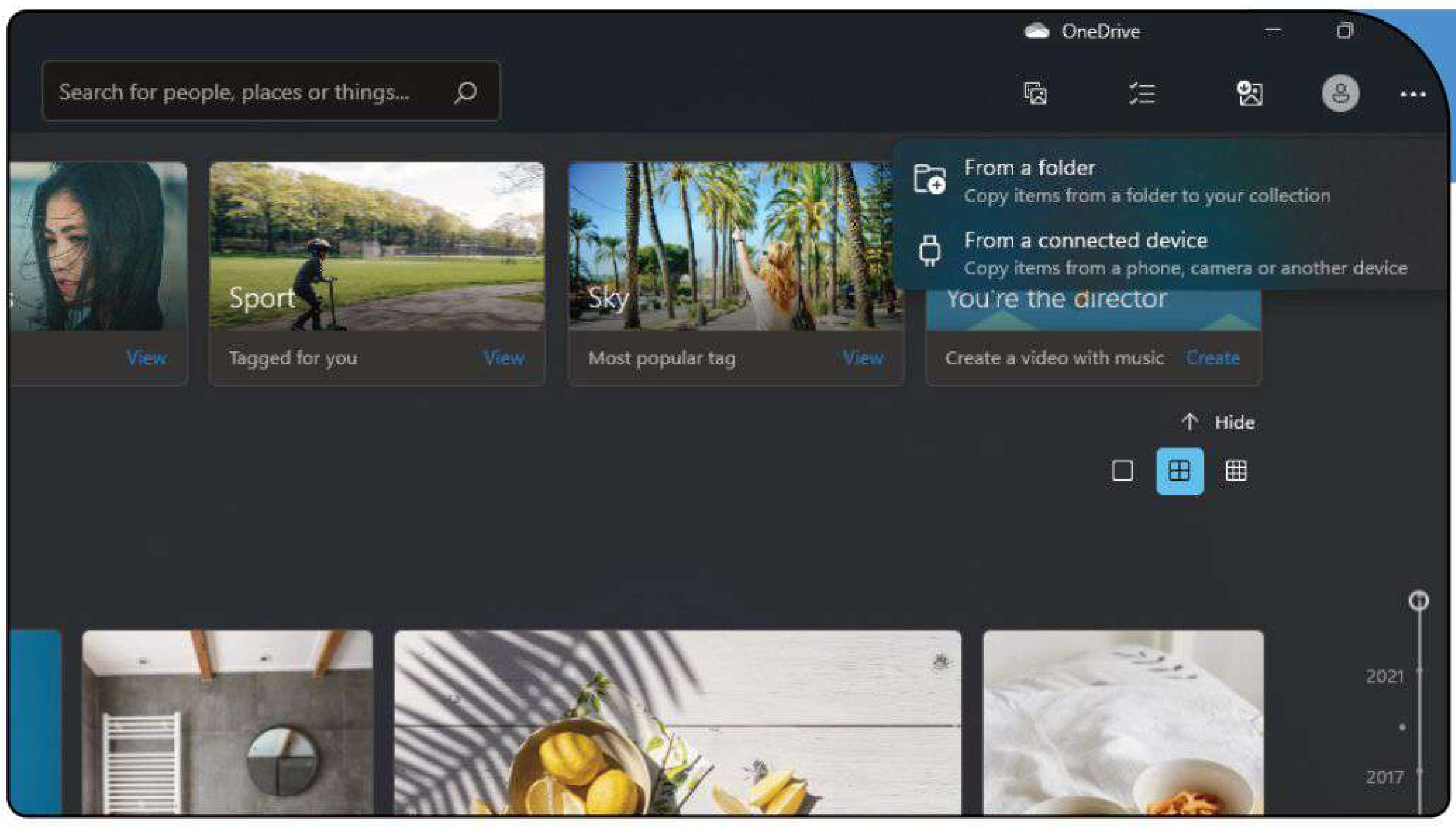
Now click on the device storage, this may be Phone and Card on a smartphone, and navigate to where the photos are stored. This will normally be in a folder called DCIM on your phone or camera. You can now simply cut and paste, or drag and drop, images to a new folder on your PC.


100%
Russell's S21
Notifications
2
Messages
8
Photos
Apps
Back to photos
Open
Copy
Save as...

Step 4

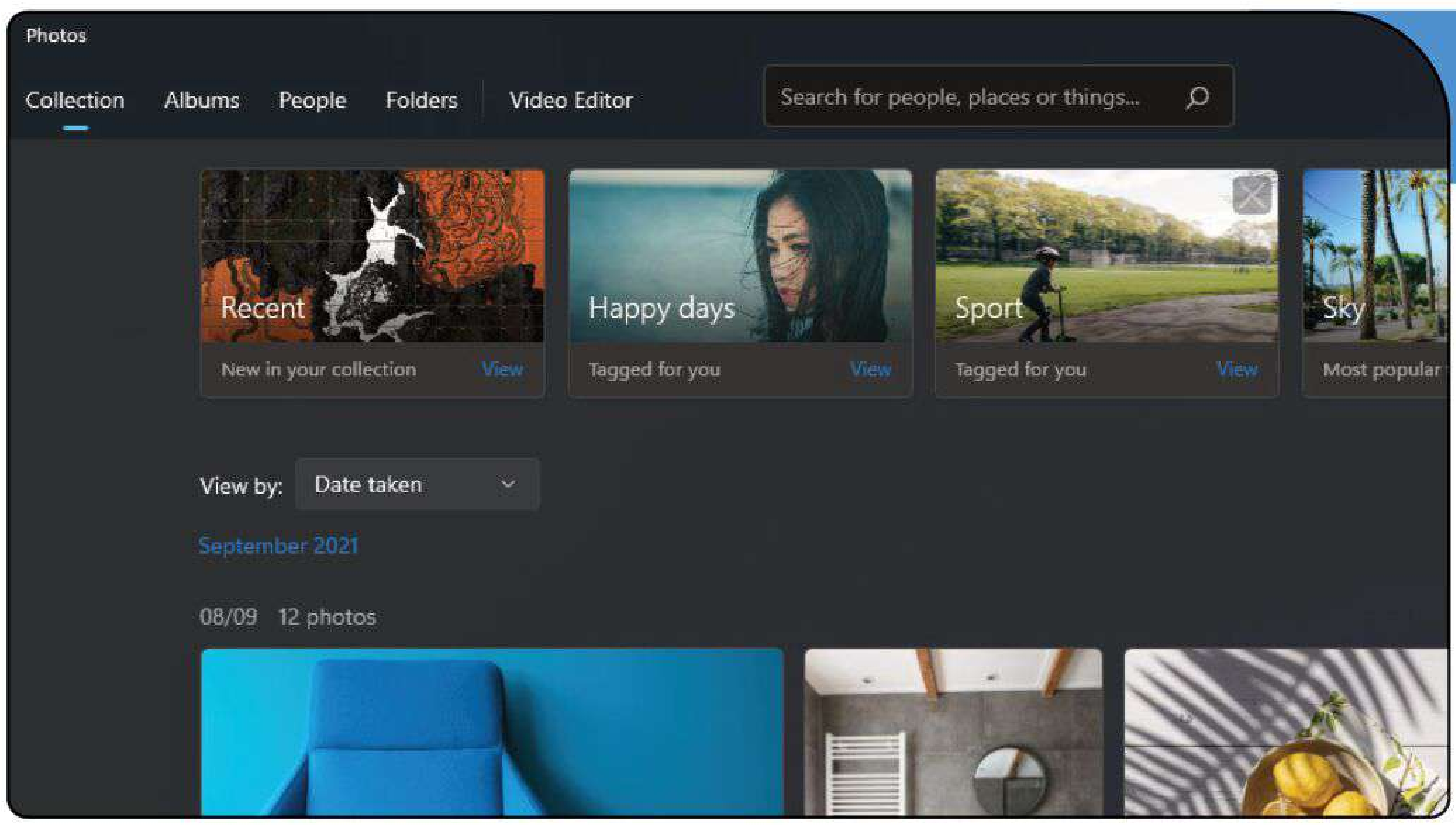
If you have connected your phone and PC using the Your Phone app, you can import images from your phone wirelessly. Simply open the app, click on the Photos tab and then browse to the photos you want to import. You can then choose Save as…, or copy and paste to a folder.

Importing to the Photos App


OneDrive
Search for people, places or things...
From a folder
Copy items from a folder to your collection
From a connected device
Copy items from a phone, camera or another device
Sport
Tagged for you
View
Sky
Most popular tag
You're the director
Create a video with music
Create
Hide
2021
2017

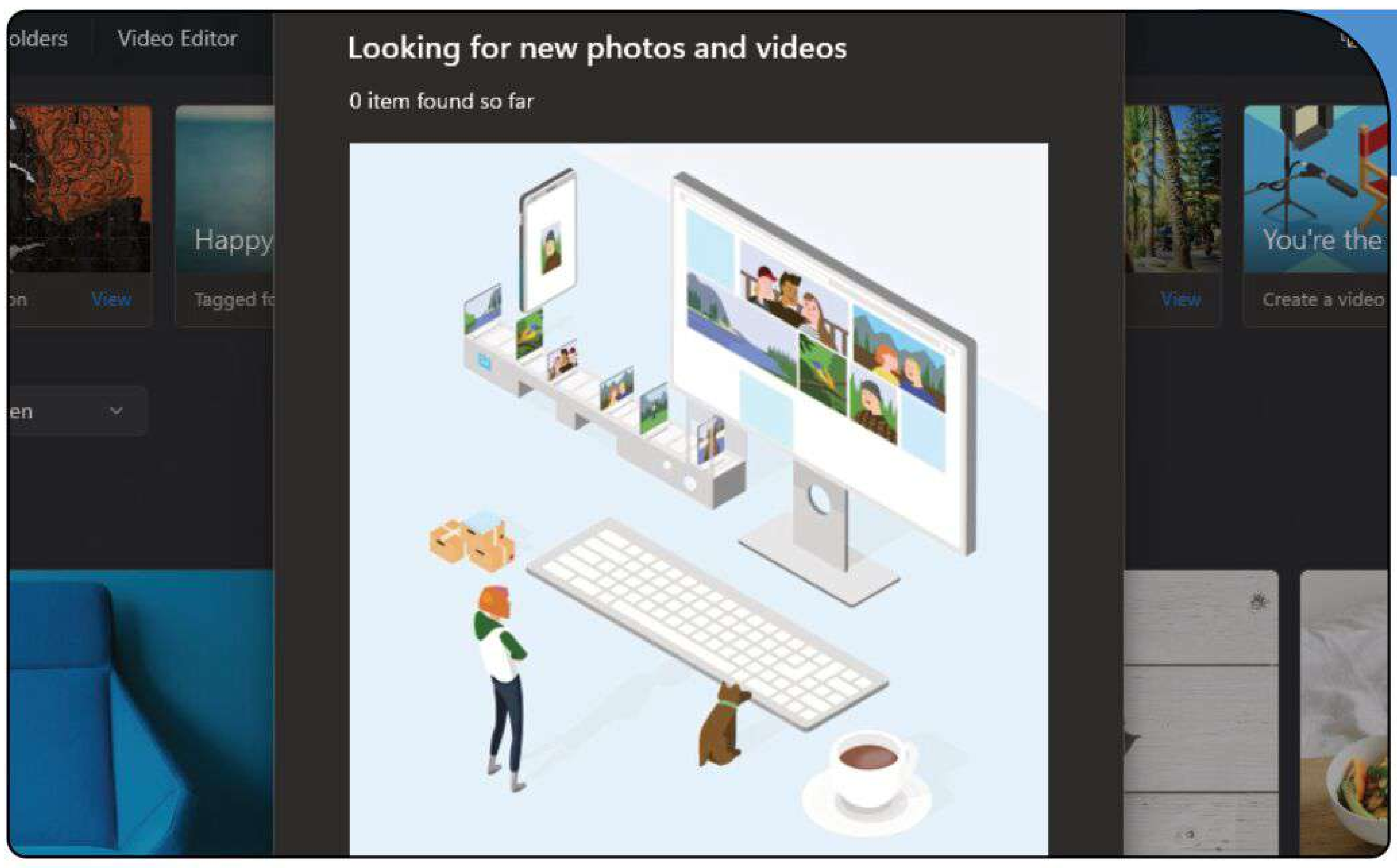
Step 1

Open the Photos app on your Windows 11 PC. Now connect your phone or camera to your computer using the relevant USB cable. If you see the pop-up menu asking how you want to deal with the storage media you just connected, ignore it or click it closed.


Photos
Collection
Albums
People
Folders
Video Editor
Search for people, places or things...
Recent
New in your collection
Happy days
Tagged for you
Sport
Tagged for you
Sky
Most popular
View
View by:
Date taken
September 2021
08/09 12 photos

Step 2

The Photos app should have opened up with the Collections screen showing. If not, click the tab at the top to open it now. Along the top of the Collections tab are your controls: Refresh, Select, Slideshow and Import. Import is the only one you need to click at this point.

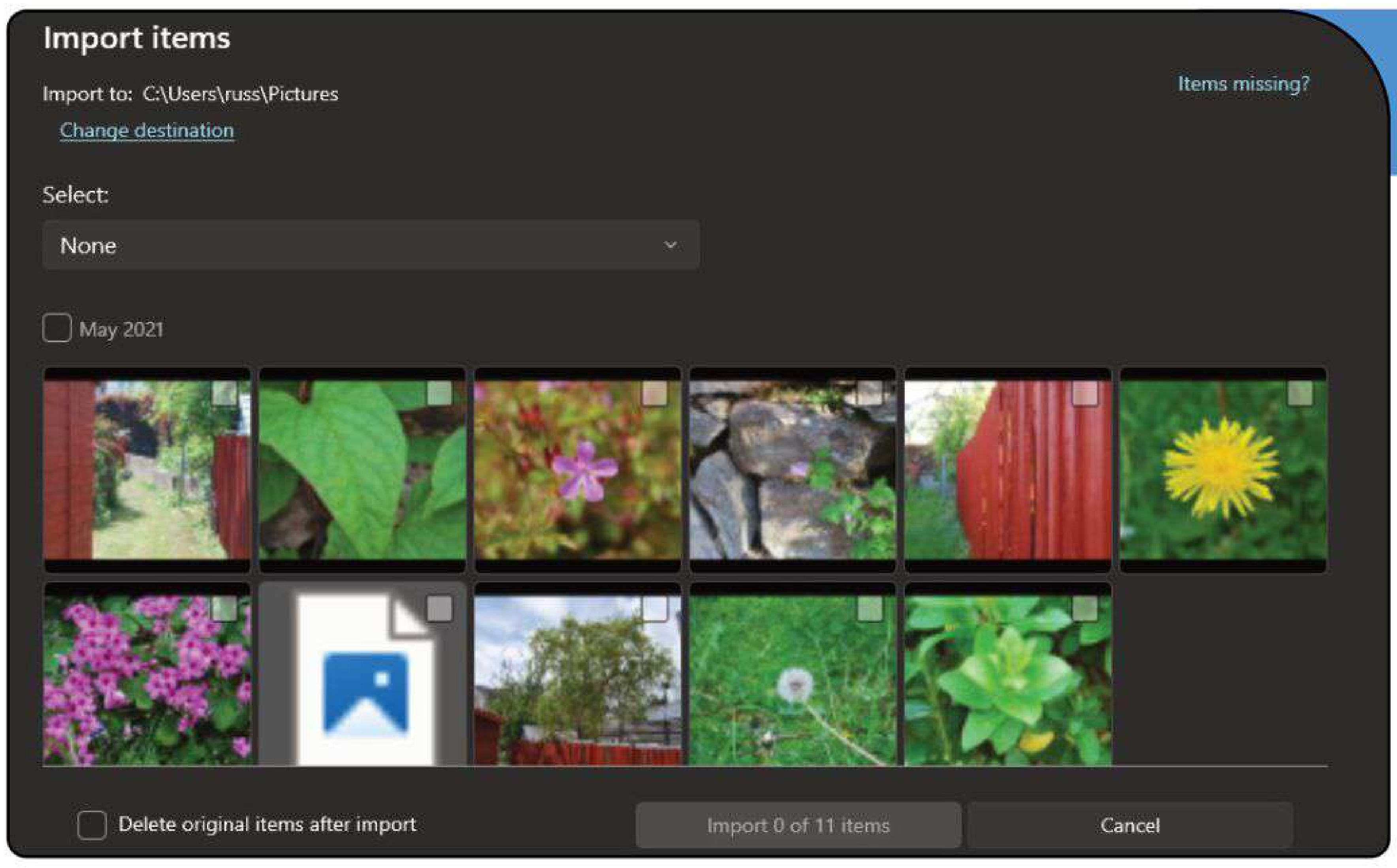

olders
Video Editor
Happy
Tagged f
View
You're the
Create a video
View

Looking for new photos and videos

0 item found so far

Step 3

The Photos app will now search for photos available to be imported. If your device is not connected properly, or the correct USB drivers are not installed, it will fail to find anything at this point. If you are transferring from a phone or tablet, you may also have to unlock the screen to continue.

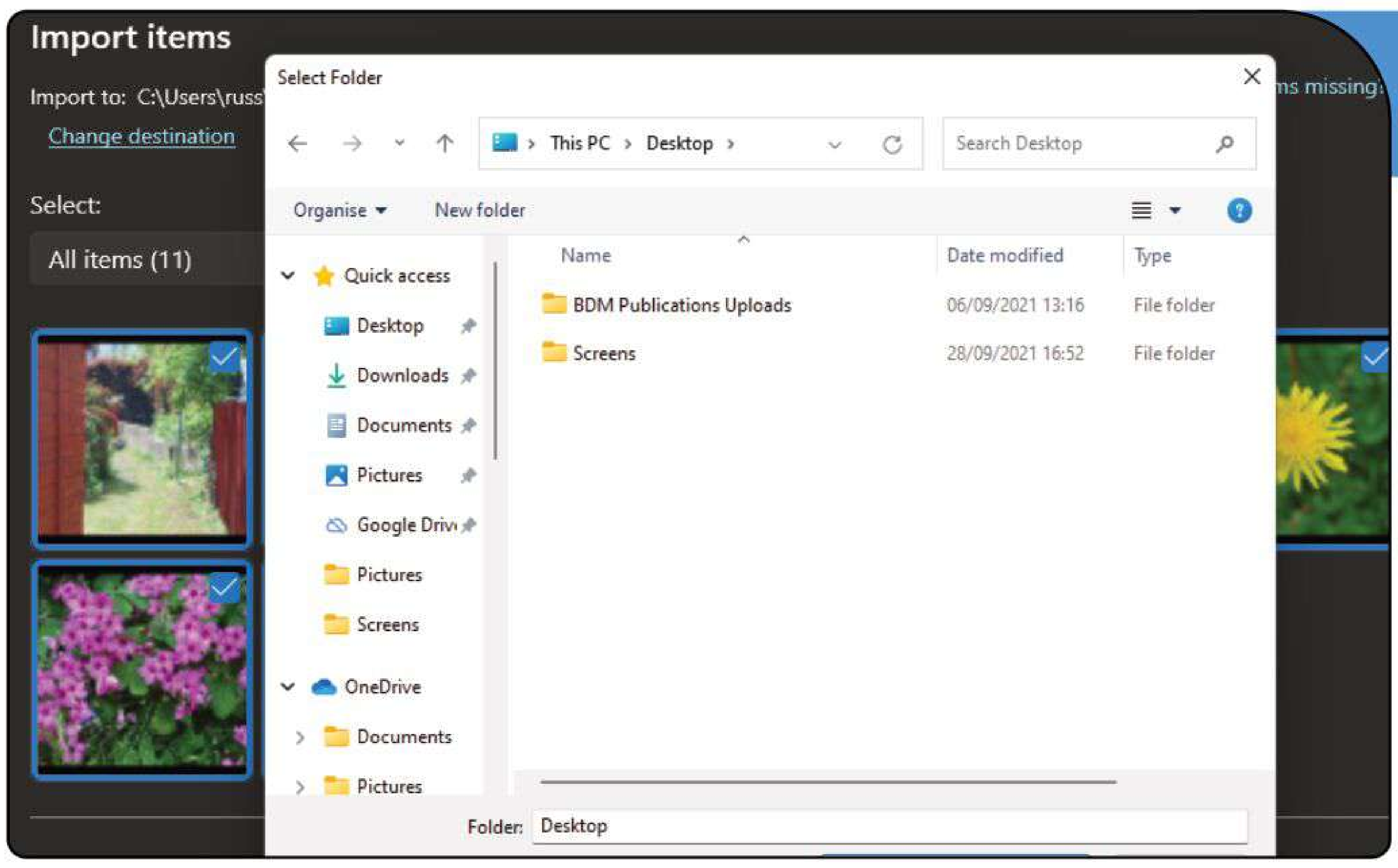

Import items
Change destination
Items missing?
May 2021
Delete original items after import
Import 0 of 11 items
Cancel

Import to: C:\Users\russ\Pictures

Select: None

Step 4

By default, every image detected on your device will be selected for importing. If you want to import everything, click Continue. If not, you can use the check boxes on the images to select those you want to import; use the Clear All and Select All buttons as required.


Import items
Change destination
Select Folder
This PC › Desktop ›
Search Desktop
Organise
New folder
Quick access
Desktop
Downloads
Documents
Pictures
Google Driv
Pictures
Screens
OneDrive
Documents
Pictures
ns missing

Import to: C:\Users\russ

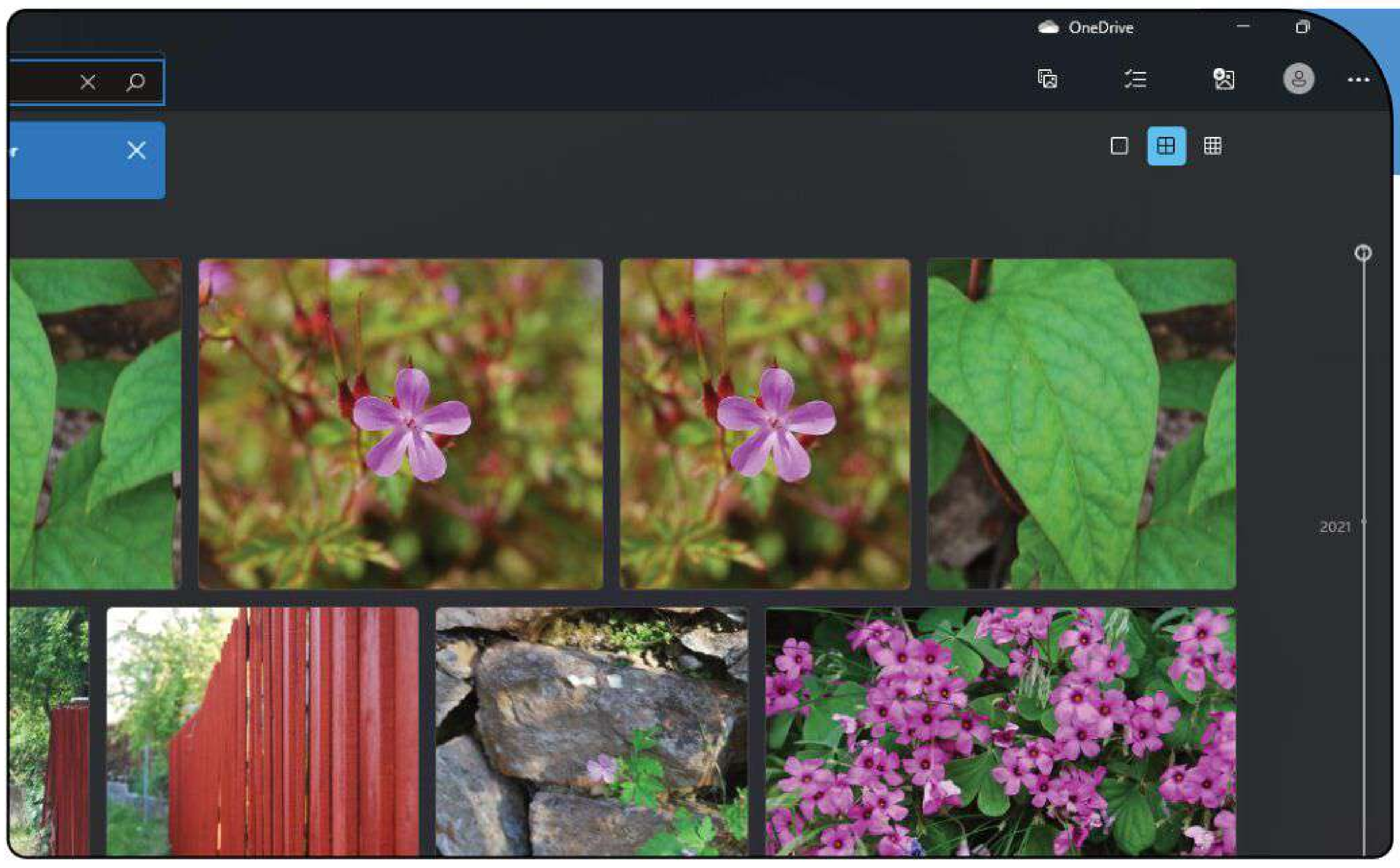
Select: All items (11)

Name	Date modified	Type
BDM Publications Uploads	06/09/2021 13:16	File folder
Screens	28/09/2021 16:52	File folder

Folder: Desktop

Step 5

You can now choose where the imported photos will be saved. By default, this will probably be somewhere like C:\Users\YourName\Pictures. Click the 'Change where they're imported' link to do just that. You can also choose to import into folders arranged by month or day.


OneDrive
2021

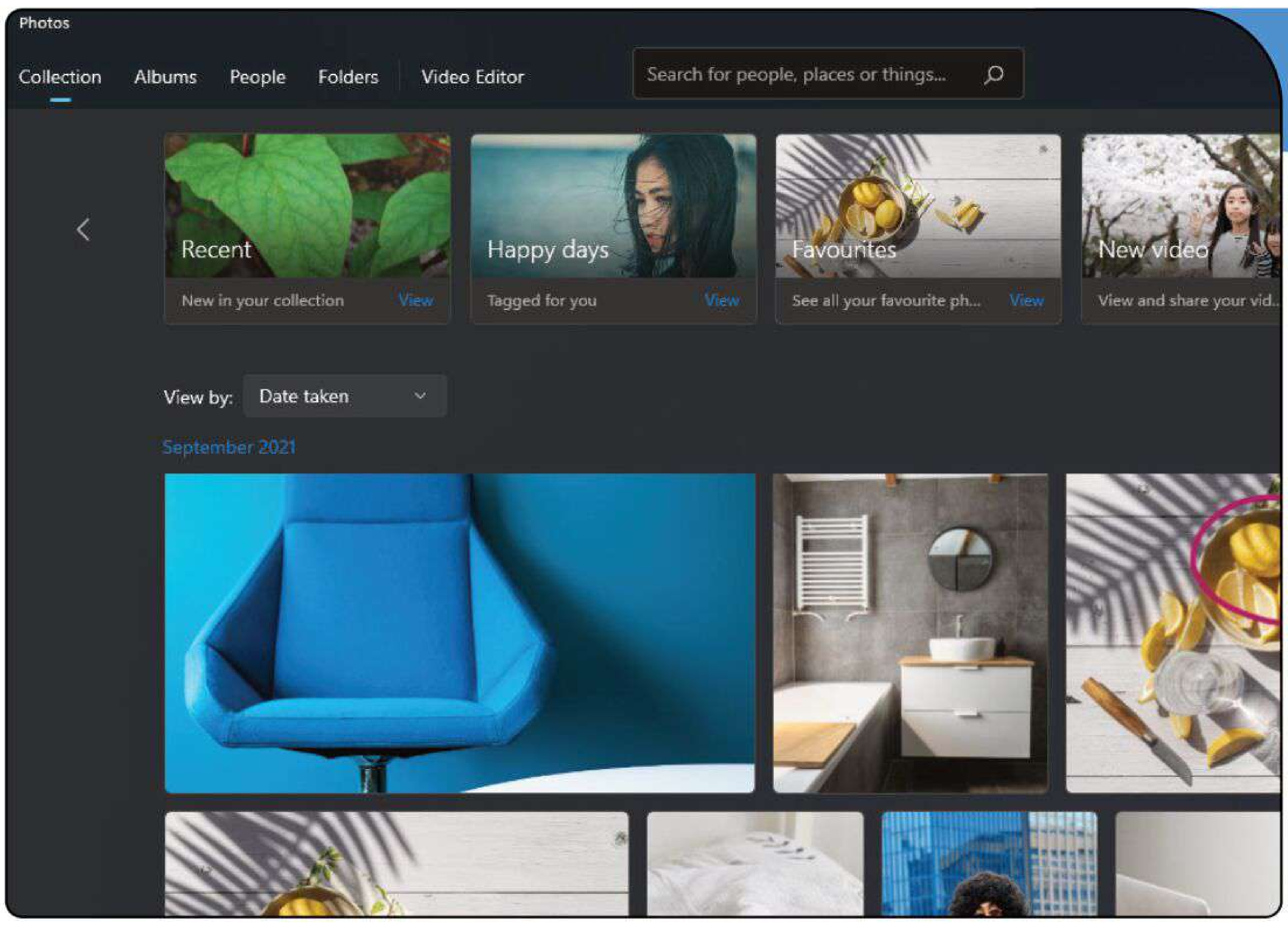
Step 6

Click Import. Your image will now begin to appear in the Photos app window, within the Collections section. An album will also be created called Last Import. Click on one of the images shown to begin editing or enhancing it with the tools Photos offers.

Manage & Edit Your Photos

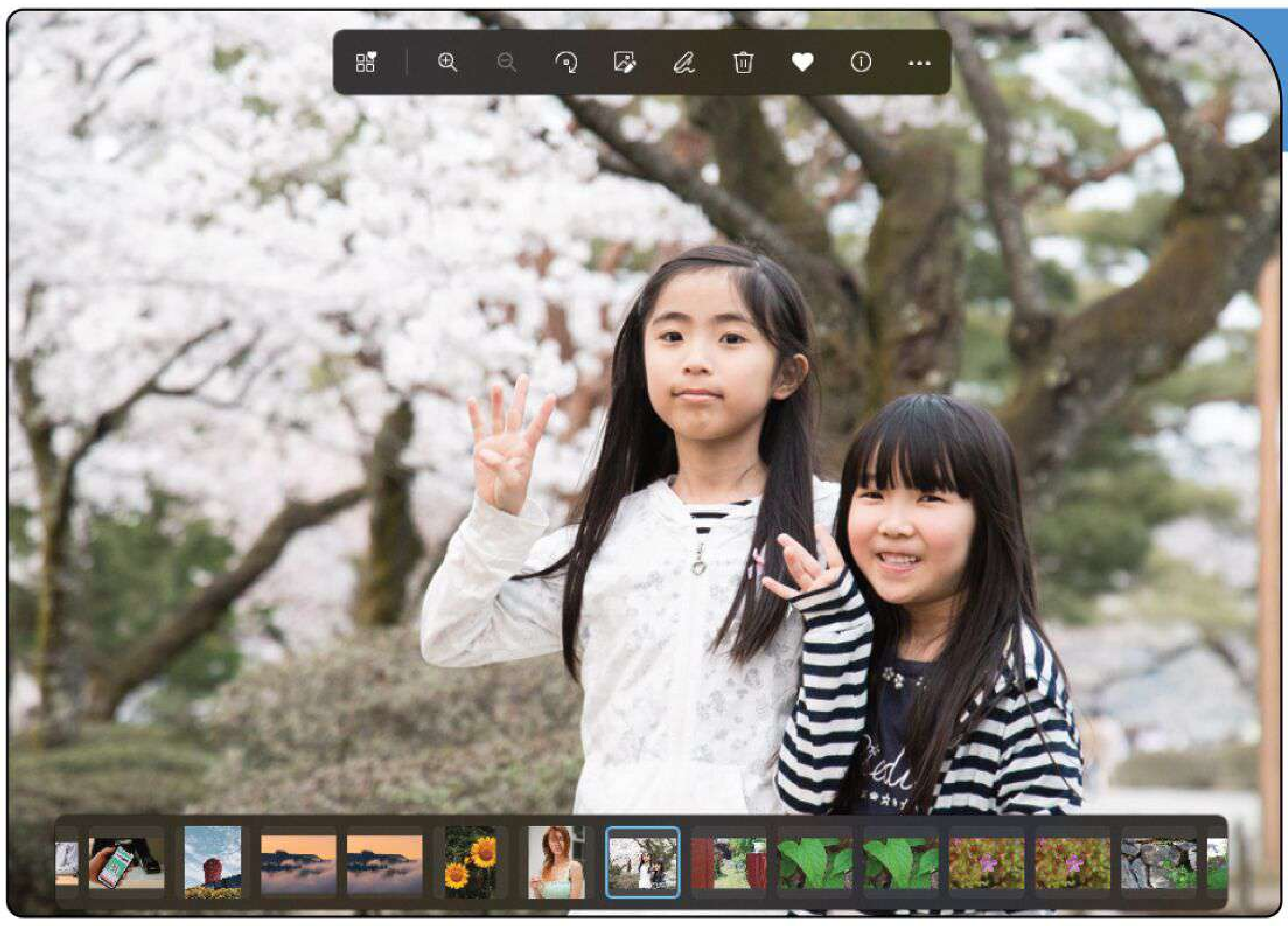
The Photos app was first introduced in Windows 8, but it wasn't the best experience compared to most third party apps. In Windows 11 it has been improved, with better ways to browse photos and a lot more editing options to make the most of your images.

Managing Your Images


Photos
Collection
Albums
People
Folders
Video Editor
Search for people, places or things...
Recent
New in your collection
View
Happy days
Tagged for you
View
Favourites
See all your favourite ph...
View
New video
View and share your vid...
View by:
Date taken
September 2021

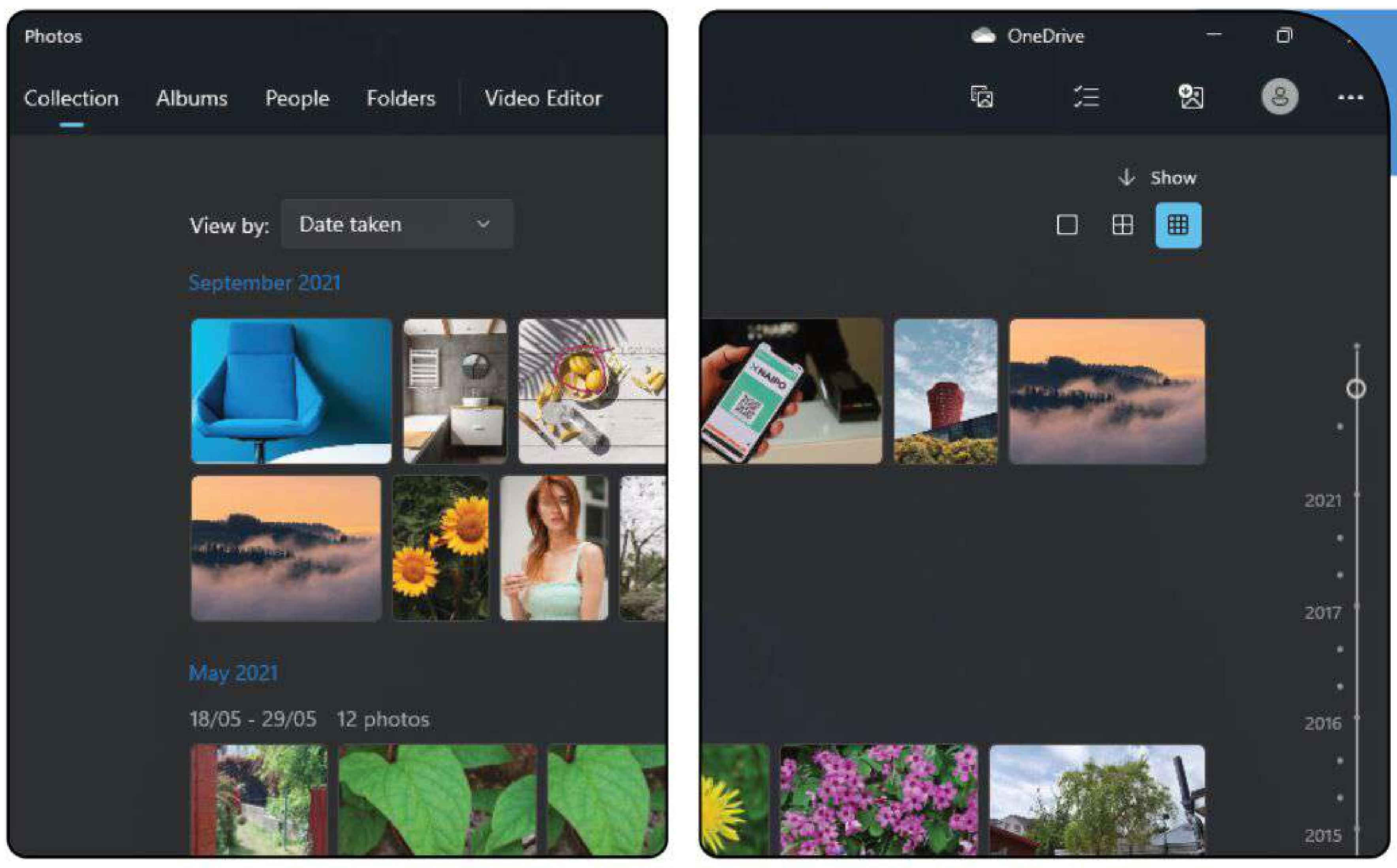
Step 1

Photos shows all of your images in a scrolling timeline of images, called the Collection, with some automatically created collections at the top (this can be hidden using the Hide button). You can click on any image to get a full-window view, with a quick-select bar of images shown along the bottom.



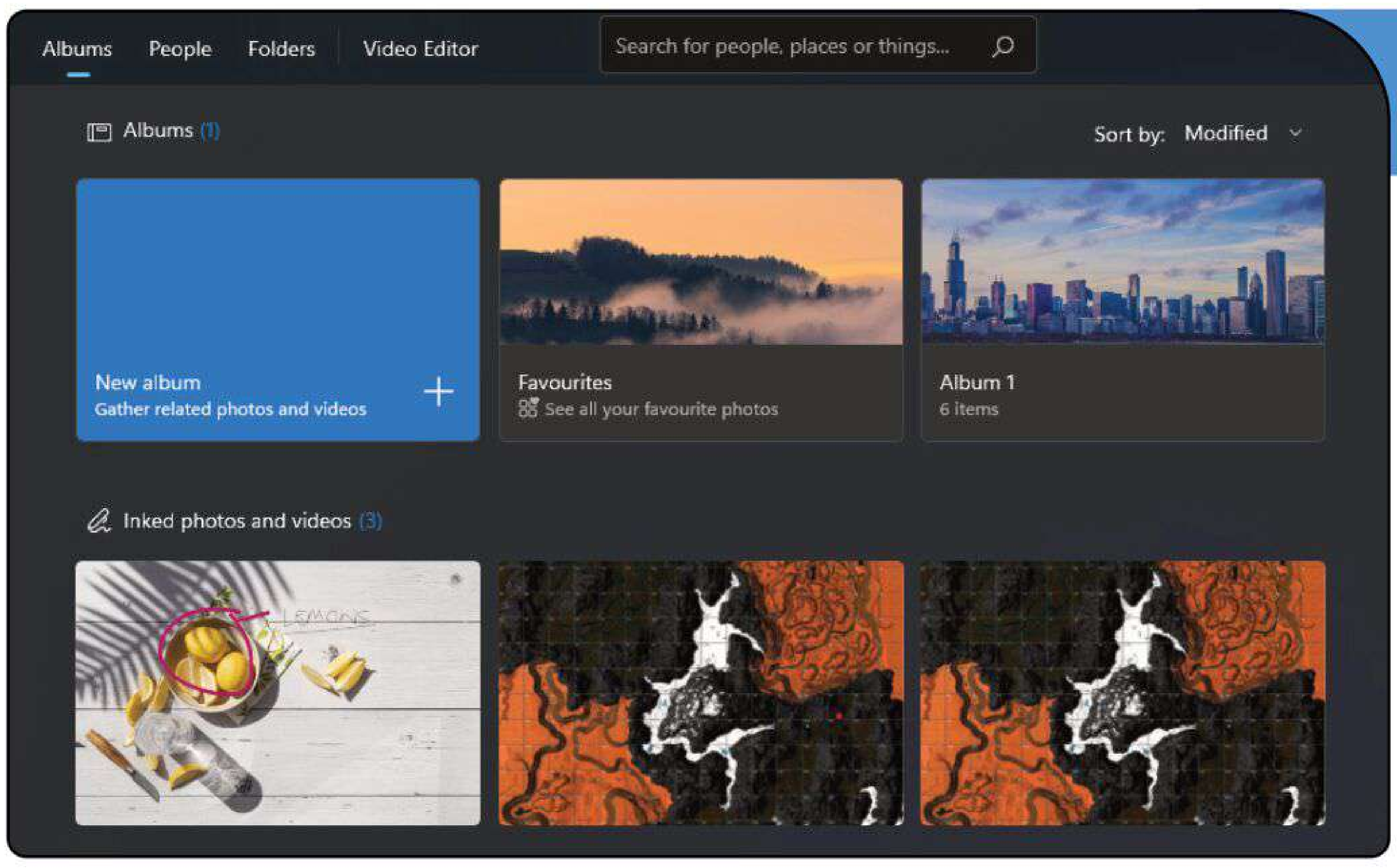
Step 2

Along the top of the full image view is a toolbar. This contains zoom and rotate buttons, an edit image button and draw button, as well as delete, add to favourites, file information, save as, resize and several more. You can click the Back arrow in the top left corner to return to the main image list.


Photos
Collection
Albums
People
Folders
Video Editor
View by:
Date taken
September 2021
May 2021
18/05 - 29/05 12 photos
OneDrive
Show
2021
2017
2016
2015

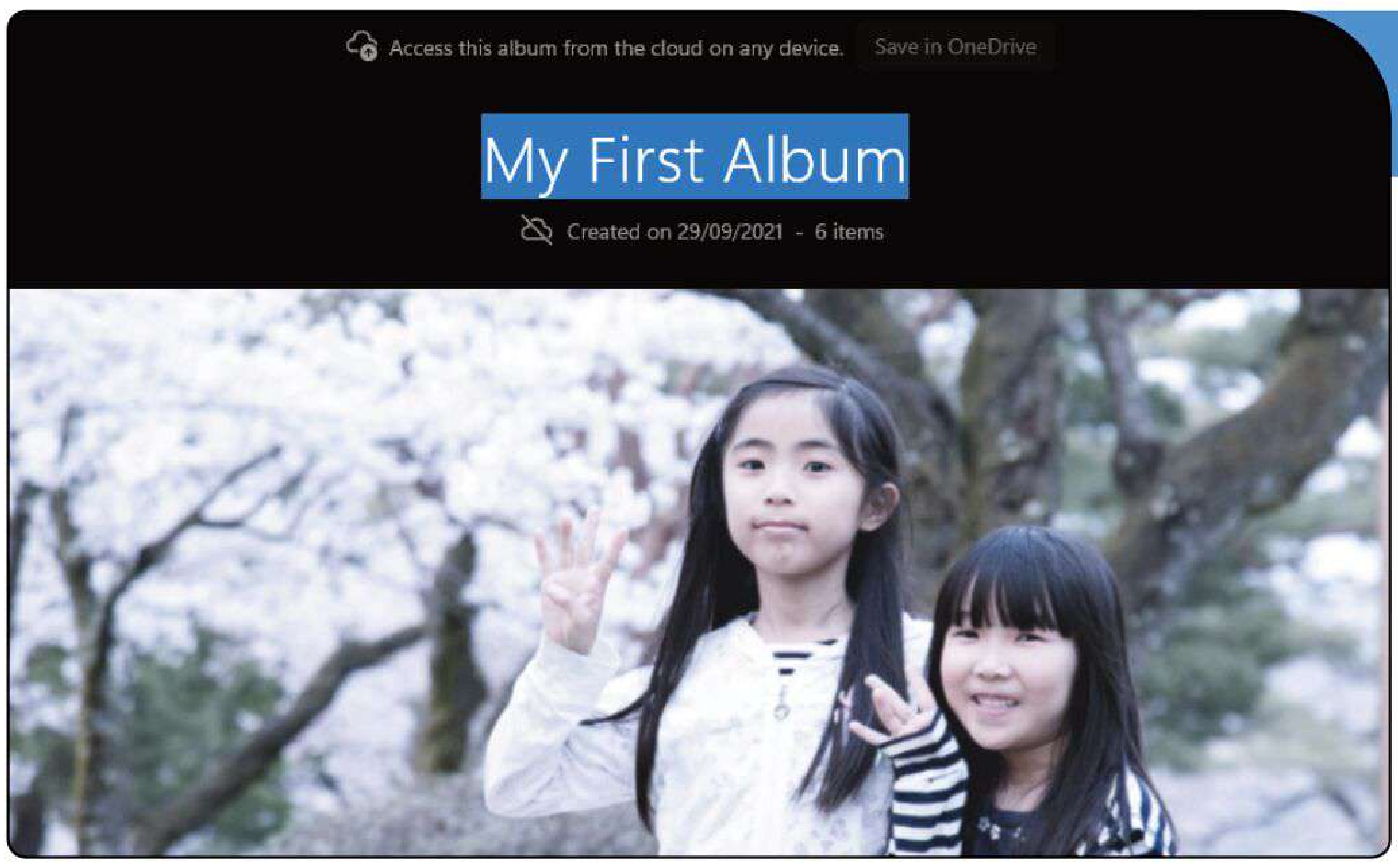
Step 3

You can manage the main image view (Collection) in several ways. The View by menu lets you switch between sorting images by date taken or recently added. On the opposite side of the screen are the view controls, changing between large view, medium view and small thumbnail view.


Albums
People
Folders
Video Editor
Search for people, places or things...
Albums (1)
Sort by: Modified
New album
Gather related photos and videos
Favourites
See all your favourite photos
Album 1
6 items
Inked photos and videos (3)

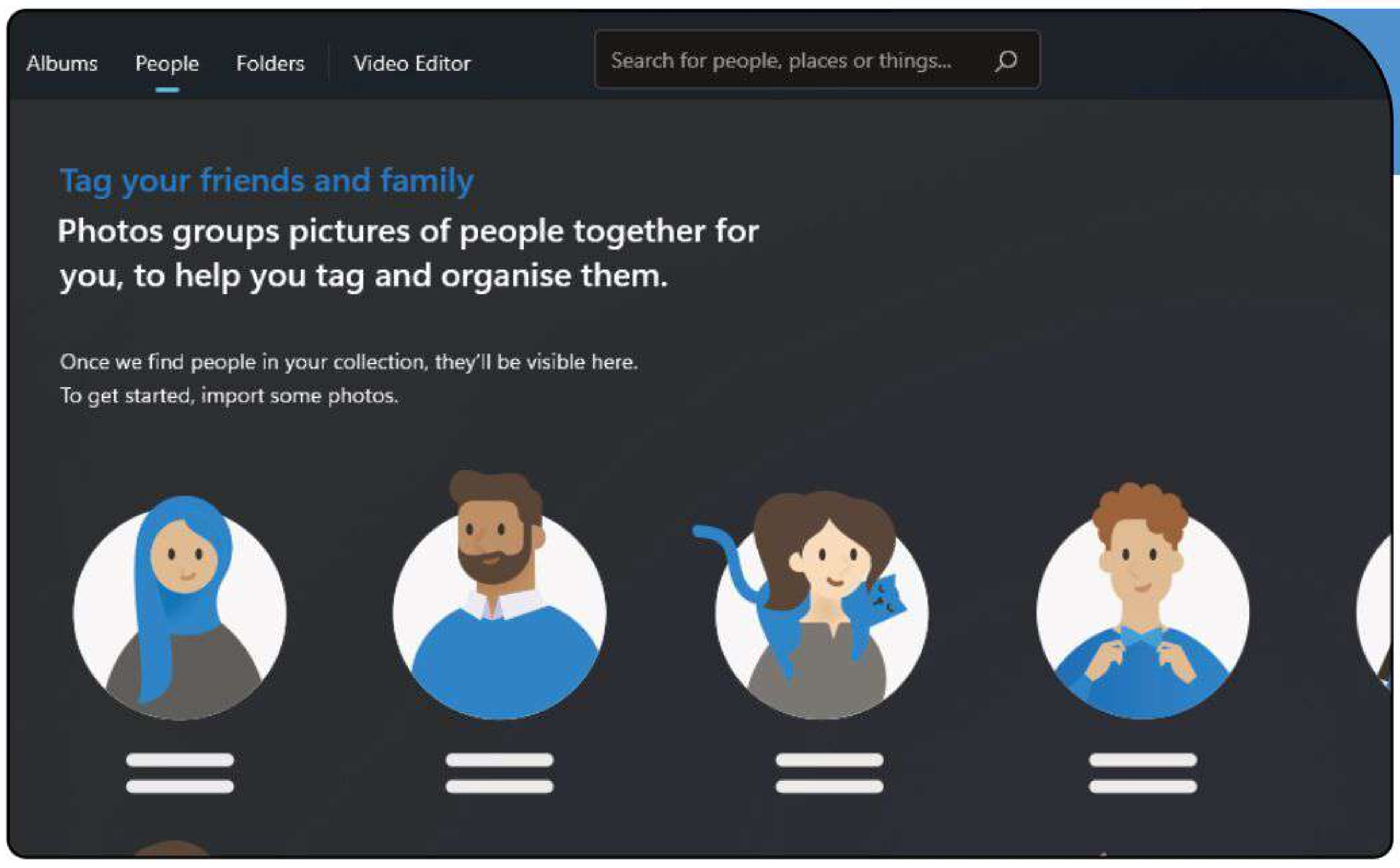
Step 4

Albums, accessed by clicking the tab at the top of the main window, is a partially automated feature that creates groups of photos based on several different criteria. For example, images that have been drawn on with Windows Ink, or images that have been tagged as favourites.


Access this album from the cloud on any device.
Save in OneDrive
My First Album
Created on 29/09/2021 - 6 items

Step 5

You can create your own albums by clicking the "New Album" button. You can then select any images in the Photos app you want to add. With all of the images you want selected, click the Create button and the album will be shown with a slideshow. You can then rename the album.


Albums
People
Folders
Video Editor
Search for people, places or things...

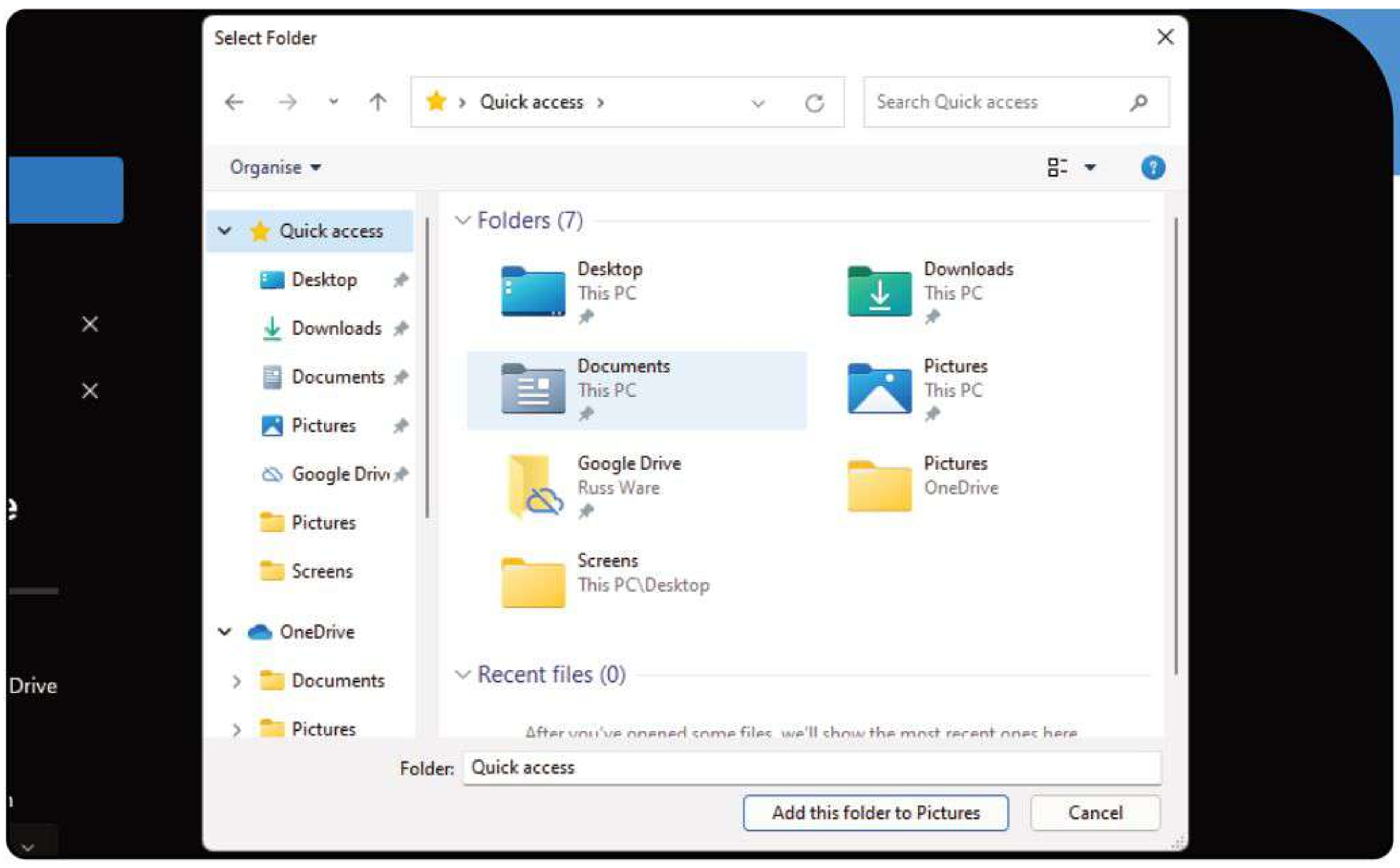
Tag your friends and family

Photos groups pictures of people together for you, to help you tag and organise them.

Once we find people in your collection, they'll be visible here.
To get started, import some photos.

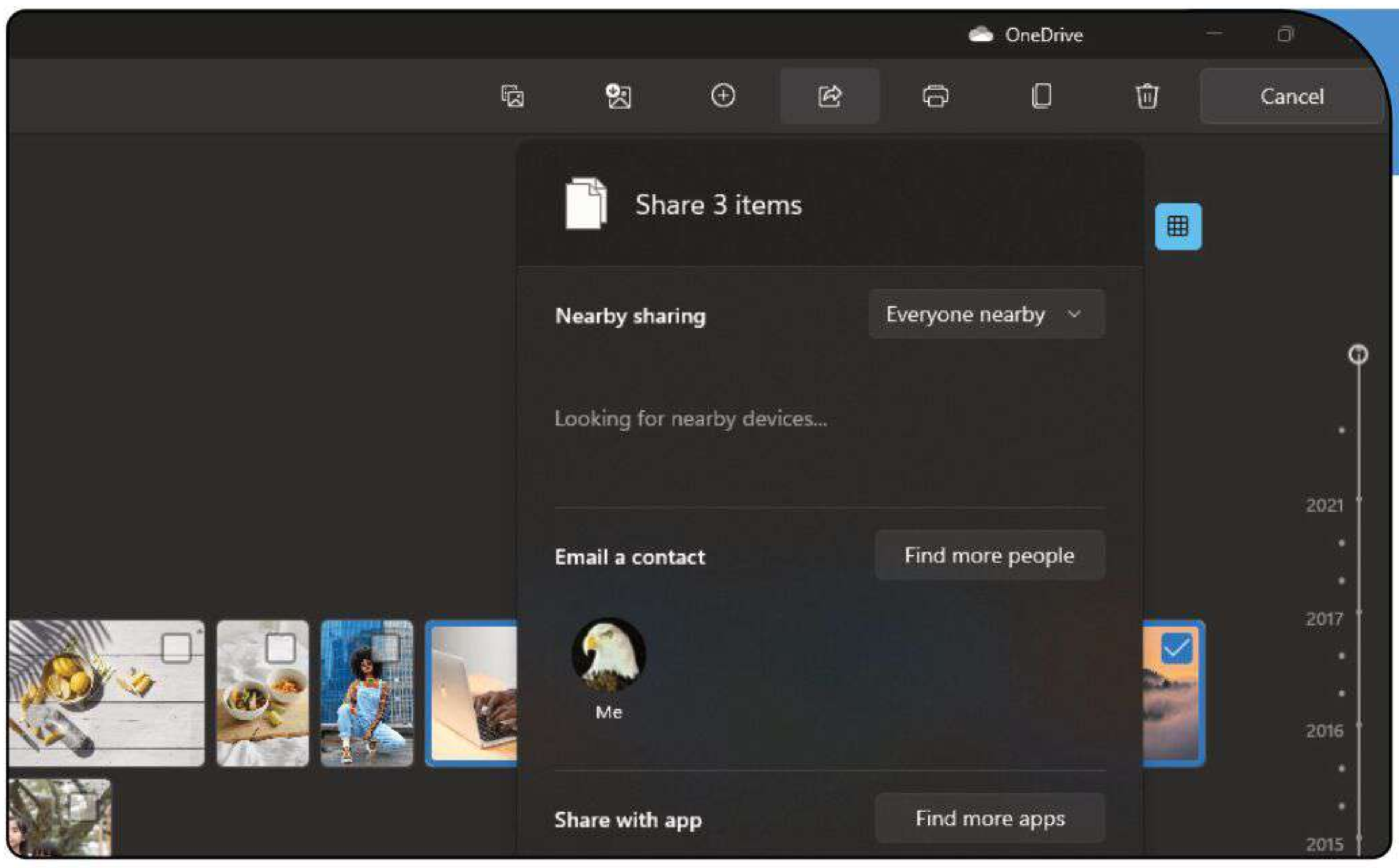
Step 6

The People option is another automatically-created section, that builds collections of images based on facial recognition. As you begin to add photos of people, it will initially pull in any images that include faces, and then begin to sort those images by different people that are recognised.


Select Folder
Quick access
Search Quick access
Organise
Quick access
Desktop
Downloads
Documents
Pictures
Google Drive
Pictures
Screens
OneDrive
Documents
Pictures
Folders (7)
Desktop
This PC
Downloads
This PC
Documents
This PC
Pictures
This PC
Google Drive
Russ Ware
Pictures
OneDrive
Screens
This PC\Desktop
Recent files (0)
Folder: Quick access
Add this folder to Pictures
Cancel

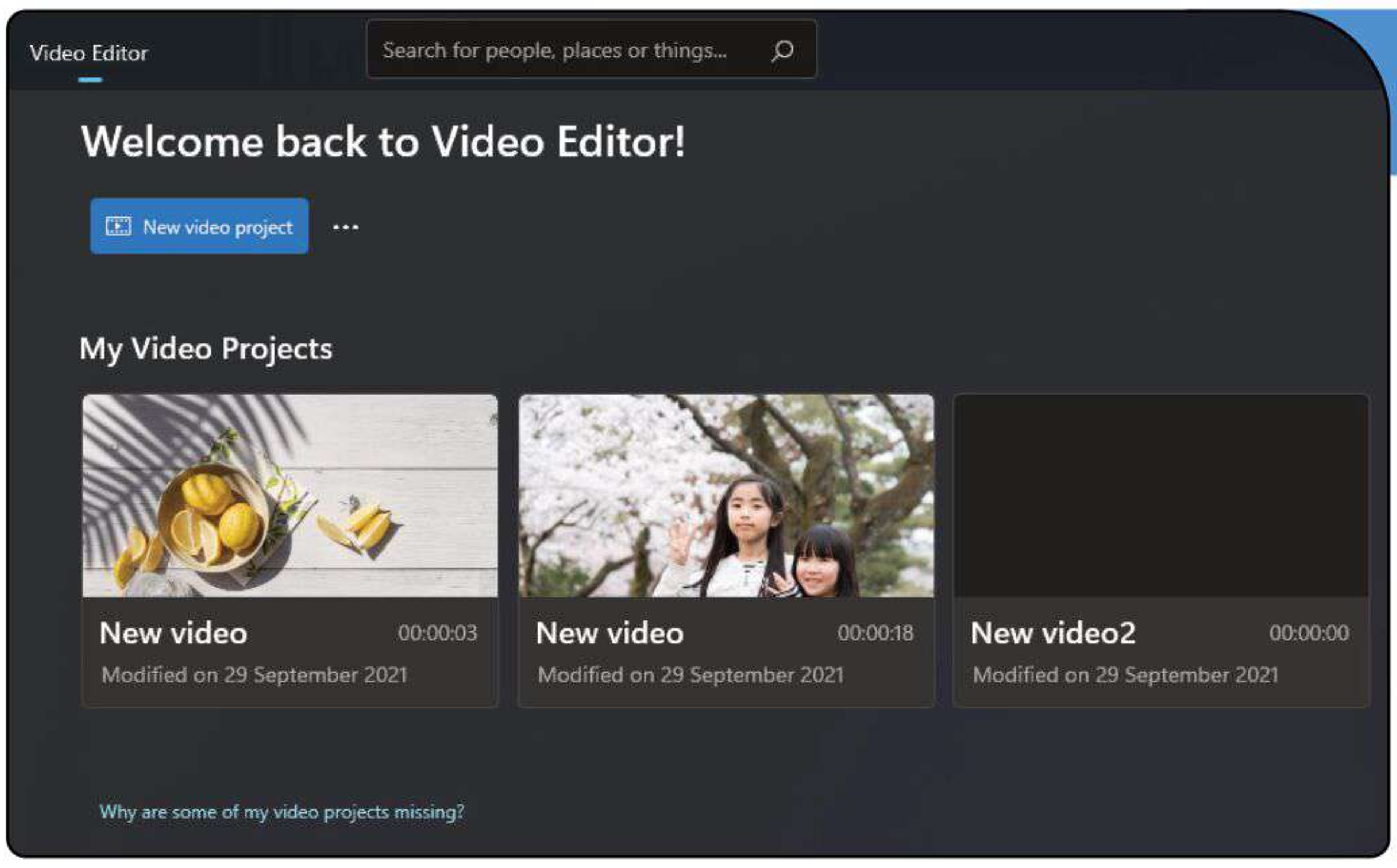
Step 7

You can choose where Photos should look for images in the app Settings. Your own Pictures folder, plus the OneDrive Pictures folder, are automatically included (if you have OneDrive set up), but you can change this if you store your images somewhere else; perhaps on an external hard drive.


OneDrive
Cancel
Share 3 items
Nearby sharing
Everyone nearby
Looking for nearby devices...
Email a contact
Find more people
Me
Share with app
Find more apps
2021
2017
2016
2015

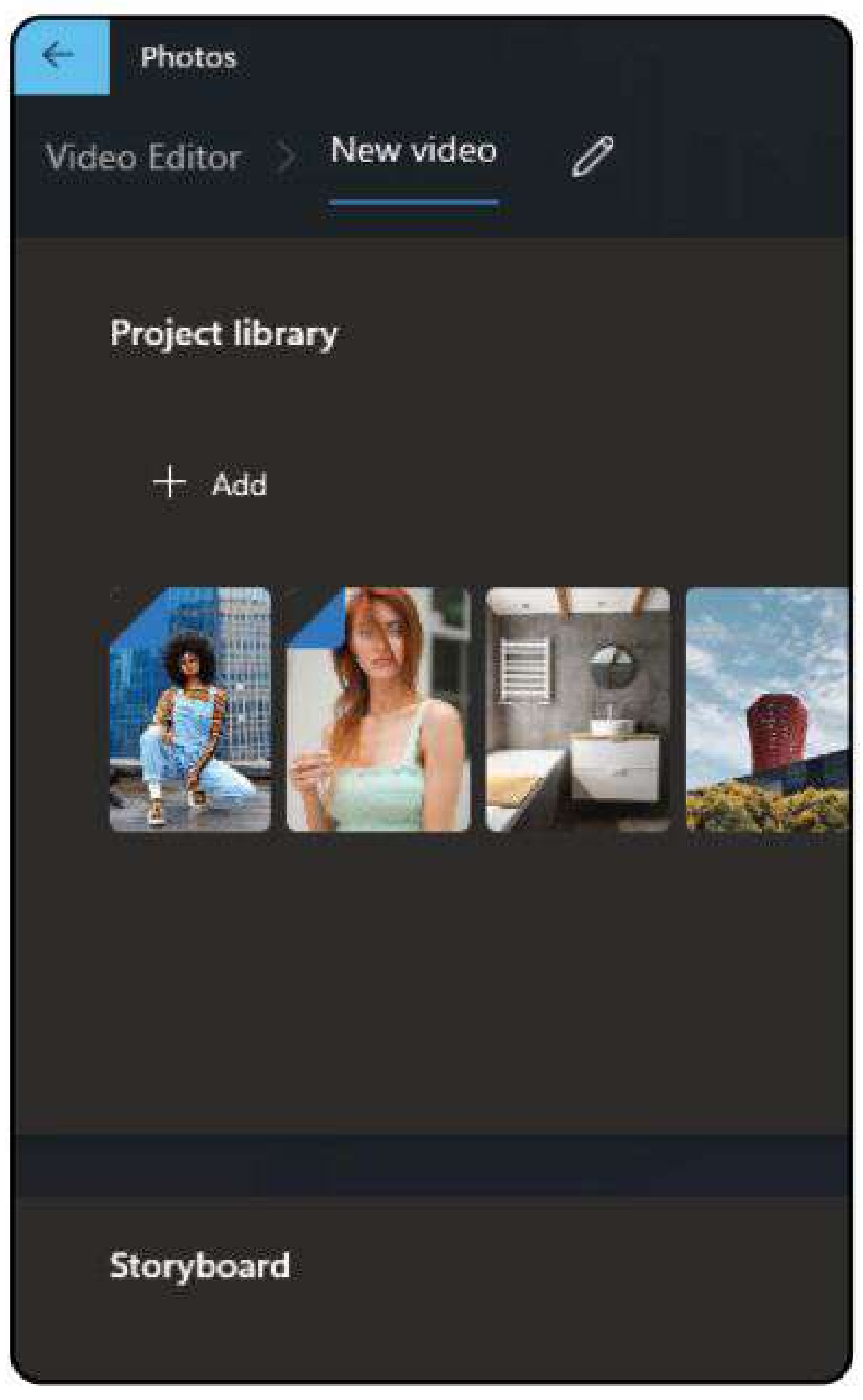
Step 8

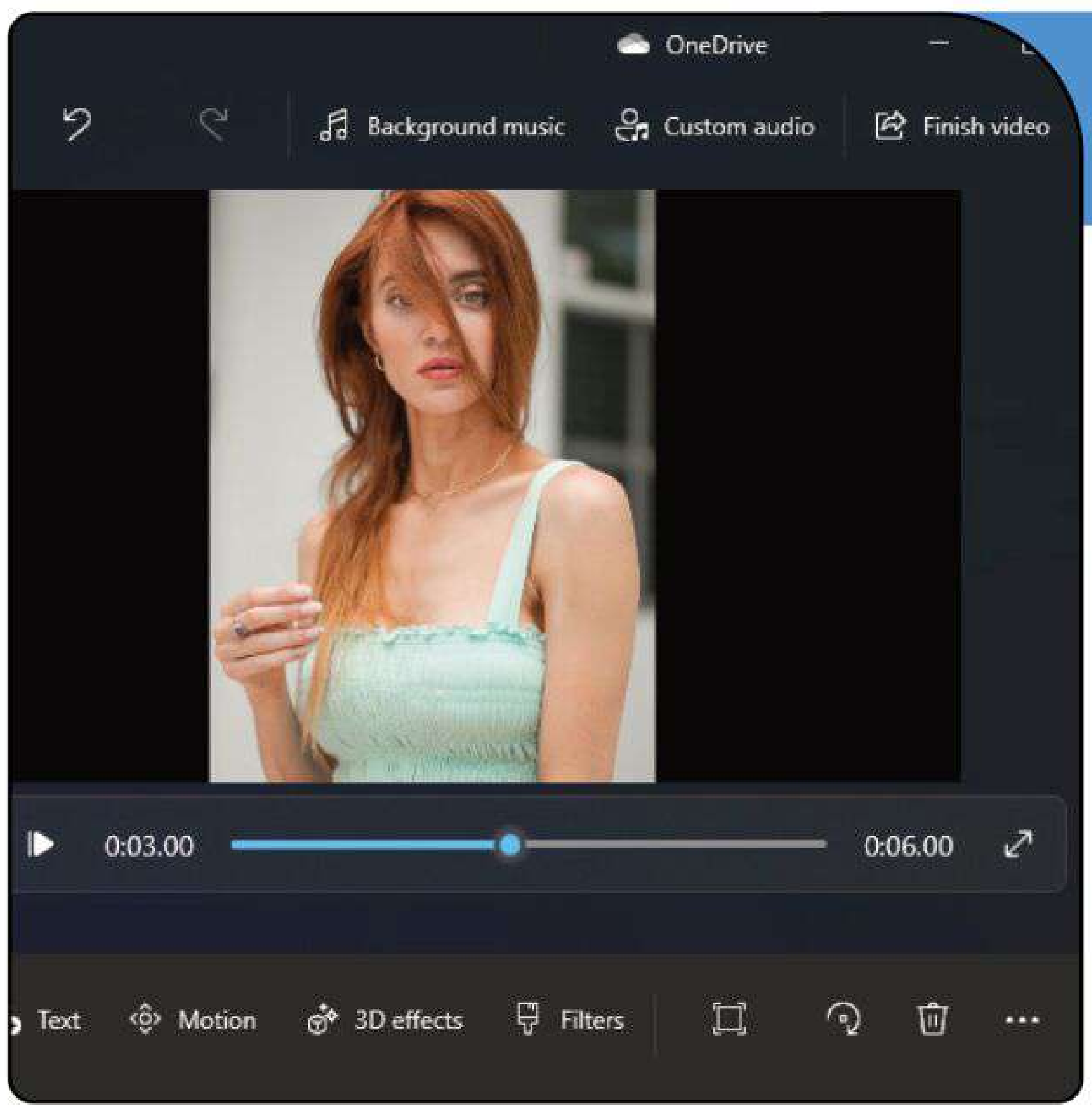
The Select feature, found in the menu at the top right, enables you to select individual or multiple images. You'll see the top menu bar changes, and each image has a tick box appear on it. Click them to choose the images you want. You can then use the tools at the top (share, copy, add to and delete, etc.).


Video Editor
Search for people, places or things...
Welcome back to Video Editor!
New video project
My Video Projects
New video
00:00:03
Modified on 29 September 2021
New video
00:00:18
Modified on 29 September 2021
New video2
00:00:00
Modified on 29 September 2021
Why are some of my video projects missing?

Step 9

The final option on the Photos home screen is the Video Editor. This allows you to make videos made up of multiple images or video clips in your collections. It isn't the most powerful video editing tool, but it does allow you to create simple videos with music, effects and text overlays.

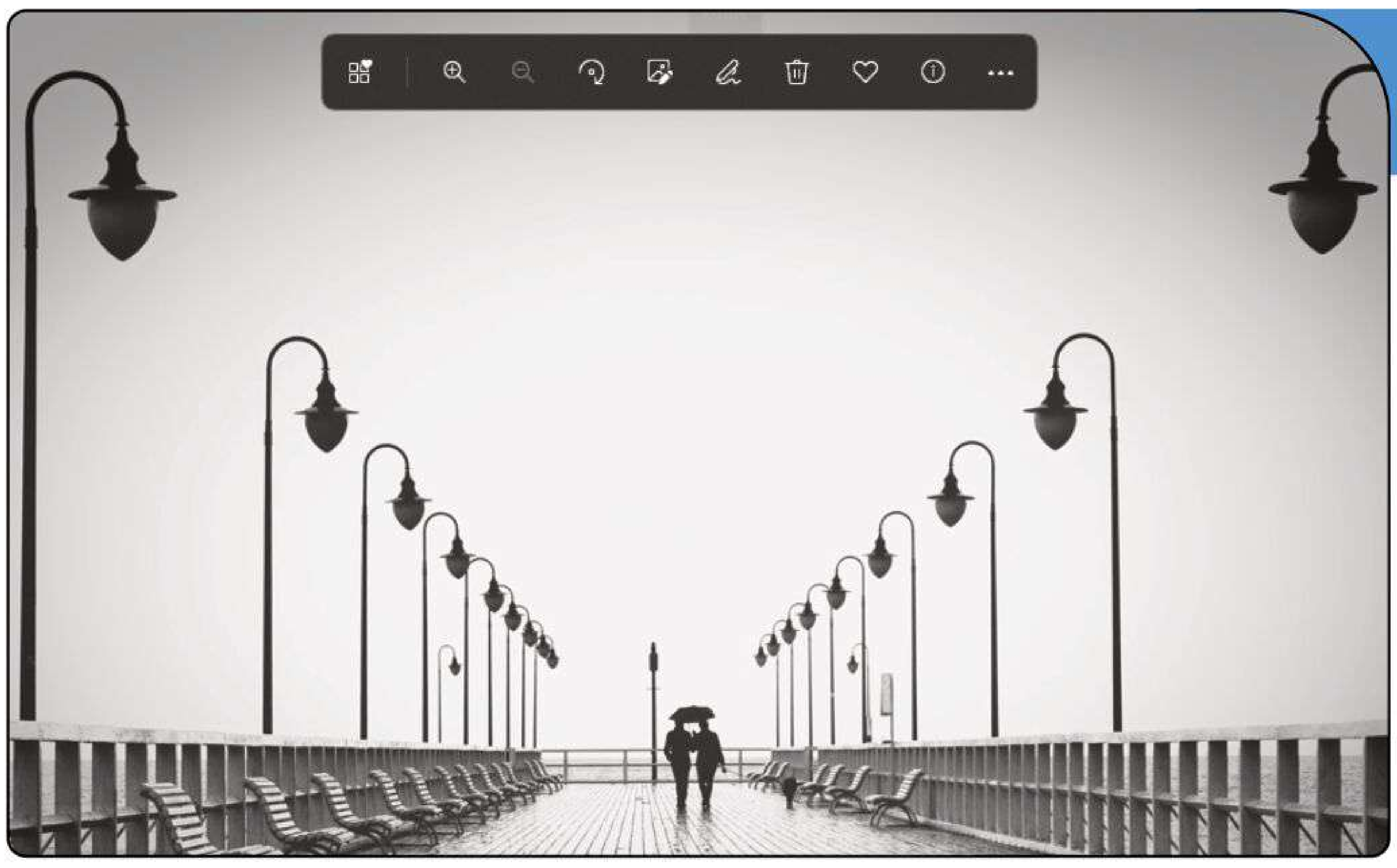

Photos
Video Editor
New video
Project library
Add
Storyboard


OneDrive
Background music
Custom audio
Finish video
0:03.00
0:06.00
Text
Motion
3D effects
Filters

Step 10

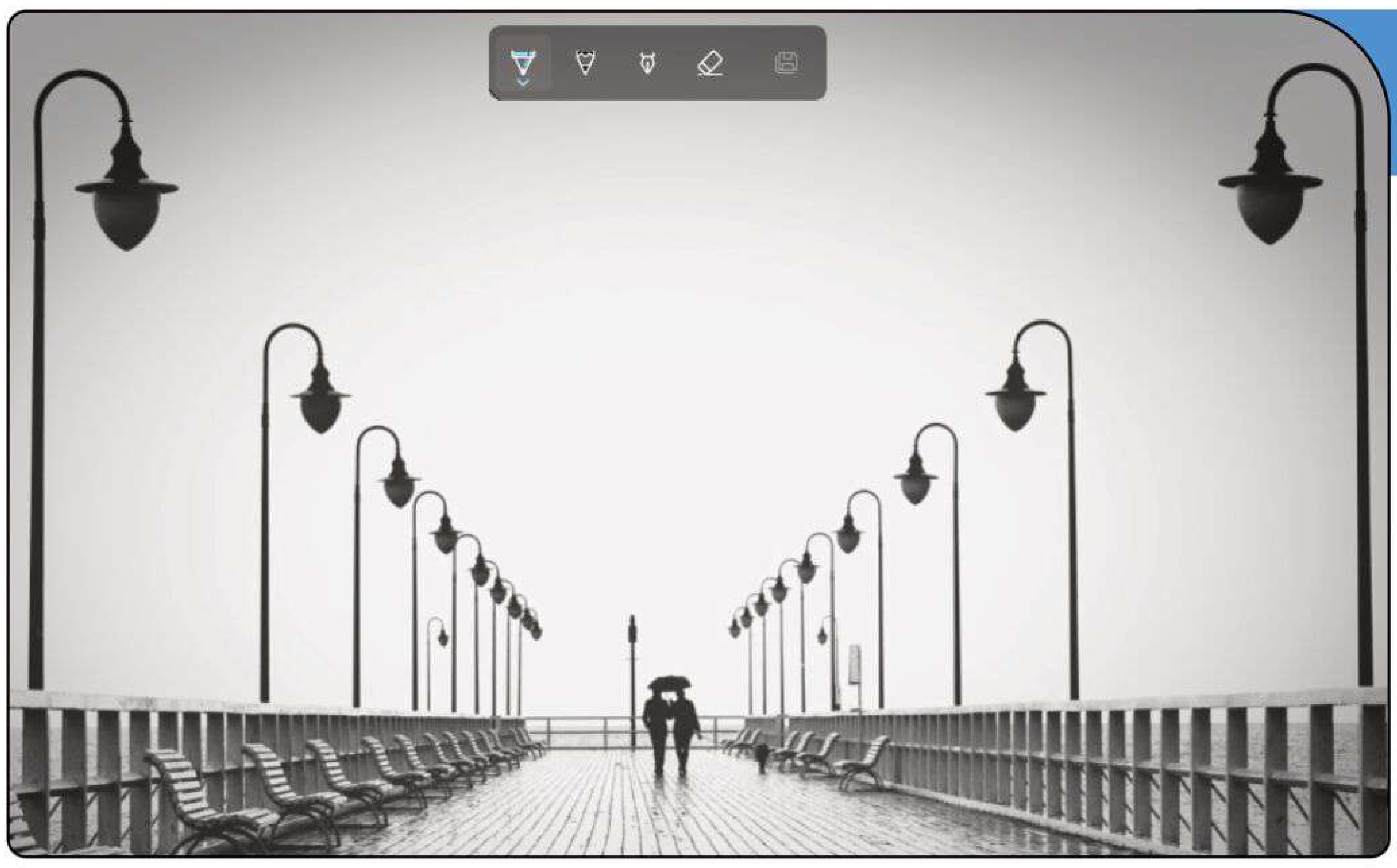
To begin making a video, click "New video project" and name your video. Add images or video using the "+Add" button. Then drag them down into the storyboard. You can then click on each image or video clip and make adjustments to duration, effects, etc. Click "Finish Video" to save it to your computer.

Drawing on Images



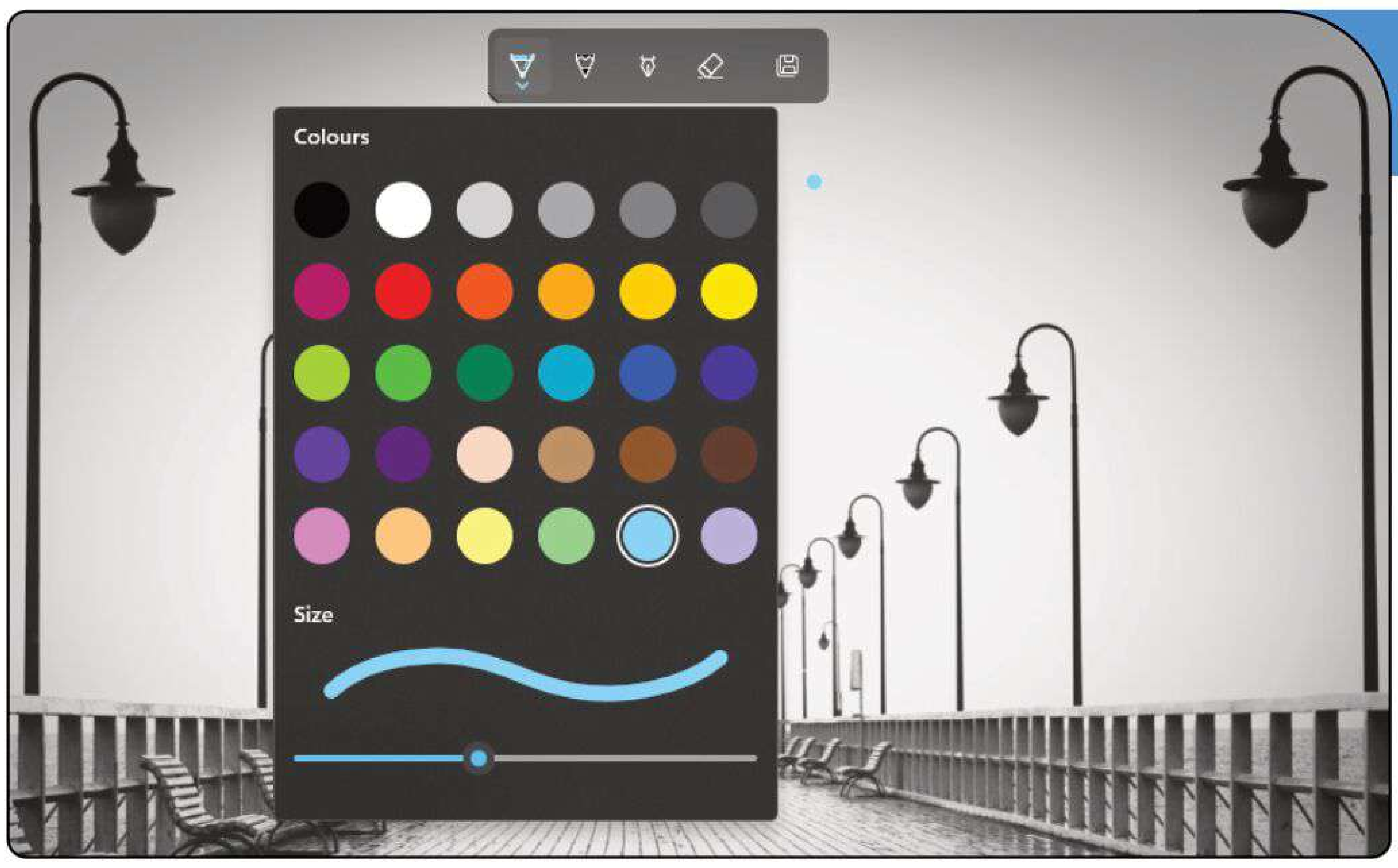
Step 1

Open the Photos app and select your image, or double click an image to open it in Photos if that is the default app. Along the top of the image are several buttons, click the Draw button to begin editing your image. You will see a new set of buttons and controls appear at the top.



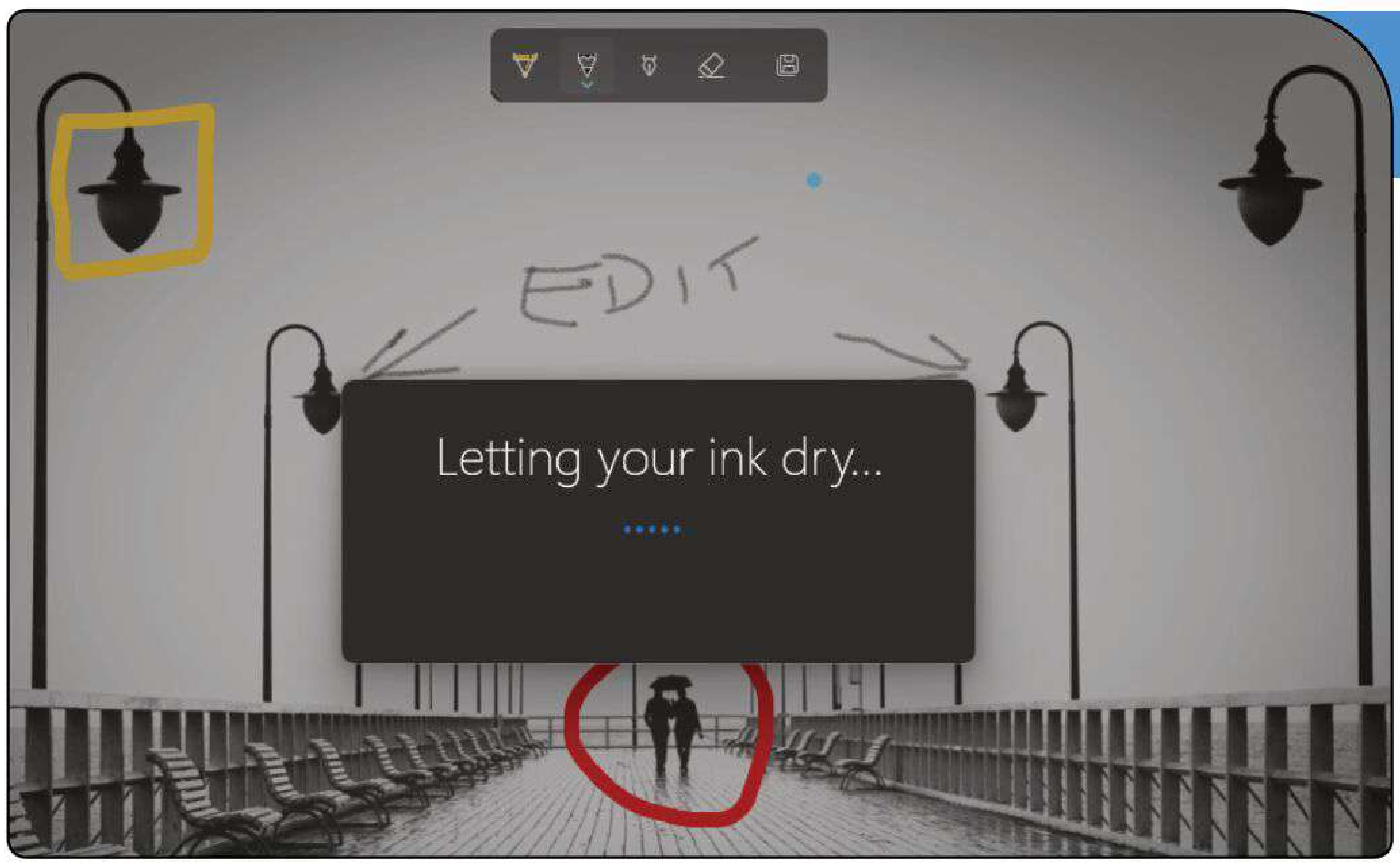
Step 2

These have been somewhat simplified for Windows 11. From left to right, these buttons allow you to draw/write in pen style, pencil style, calligraphy style, erase your ink and save your file. If you click on any button and see a small arrow, click again to open a contextual menu for it.



Step 3

The contextual menus allow you to change the colour and the thickness of the pen or pencil tools. When you have picked a style, colour and size, you can begin to draw or write over the top of your image. The drawing tool in Photos works best with a touchscreen PC or stylus.

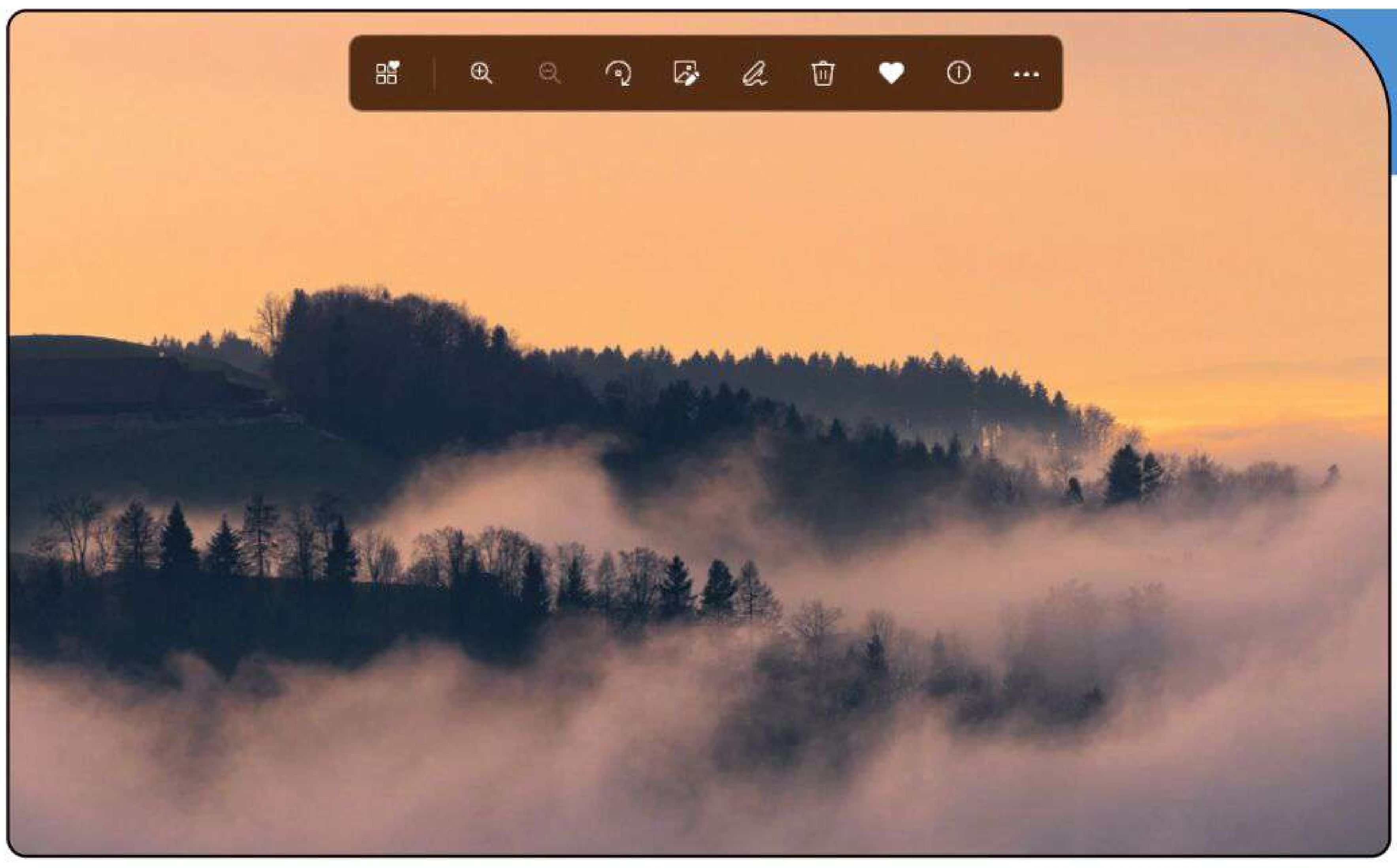


Letting your ink dry...

Step 4

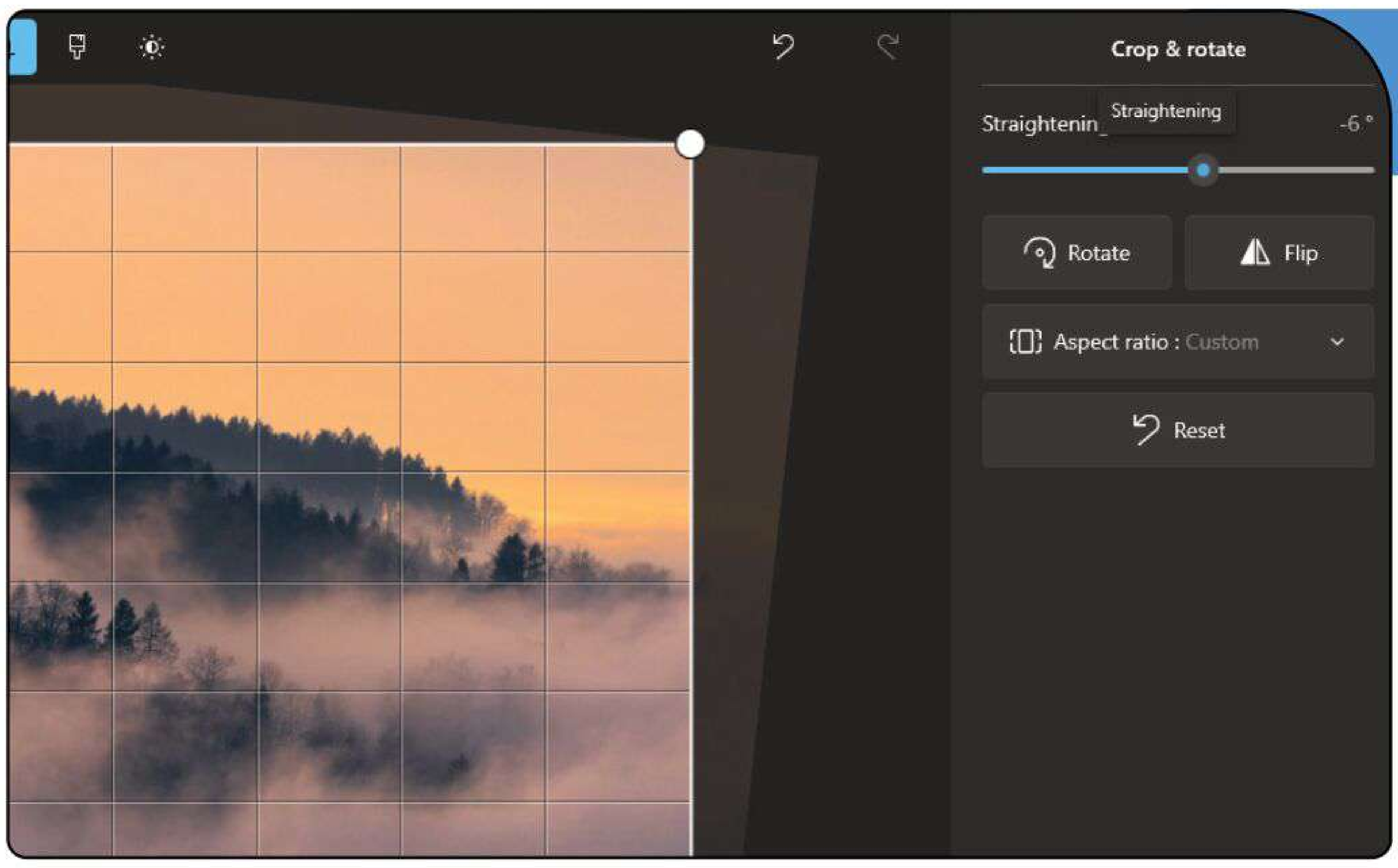
Once you have completed drawing or writing on your image, you can save it. Your image will automatically be saved with a slightly different file name, so you don't have to worry about overwriting the original. Your inked image will appear in your Collection.

Editing Images in Photos



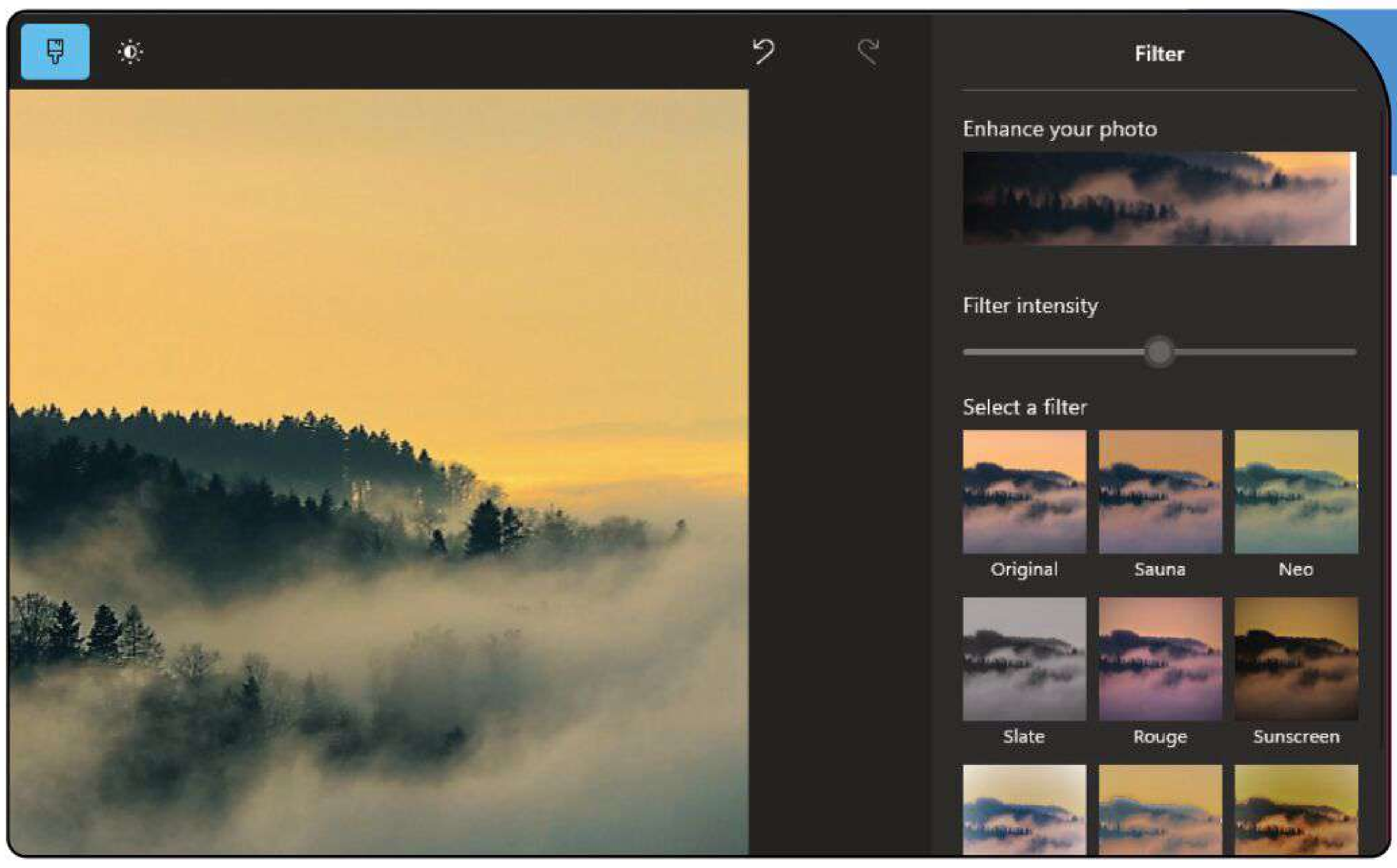
Step 1

Open your image in Photos and click on the Edit button at the top of the screen. The image will be shrunk down slightly to fit the editing toolbar that appears down the right of the of the editing window. Along the top are the three main editing section tabs: Crop/rotate, Filters and Adjustments.


Crop & rotate
Straightenin
Straightening
-6 °
Rotate
Flip
Aspect ratio : Custom
Reset

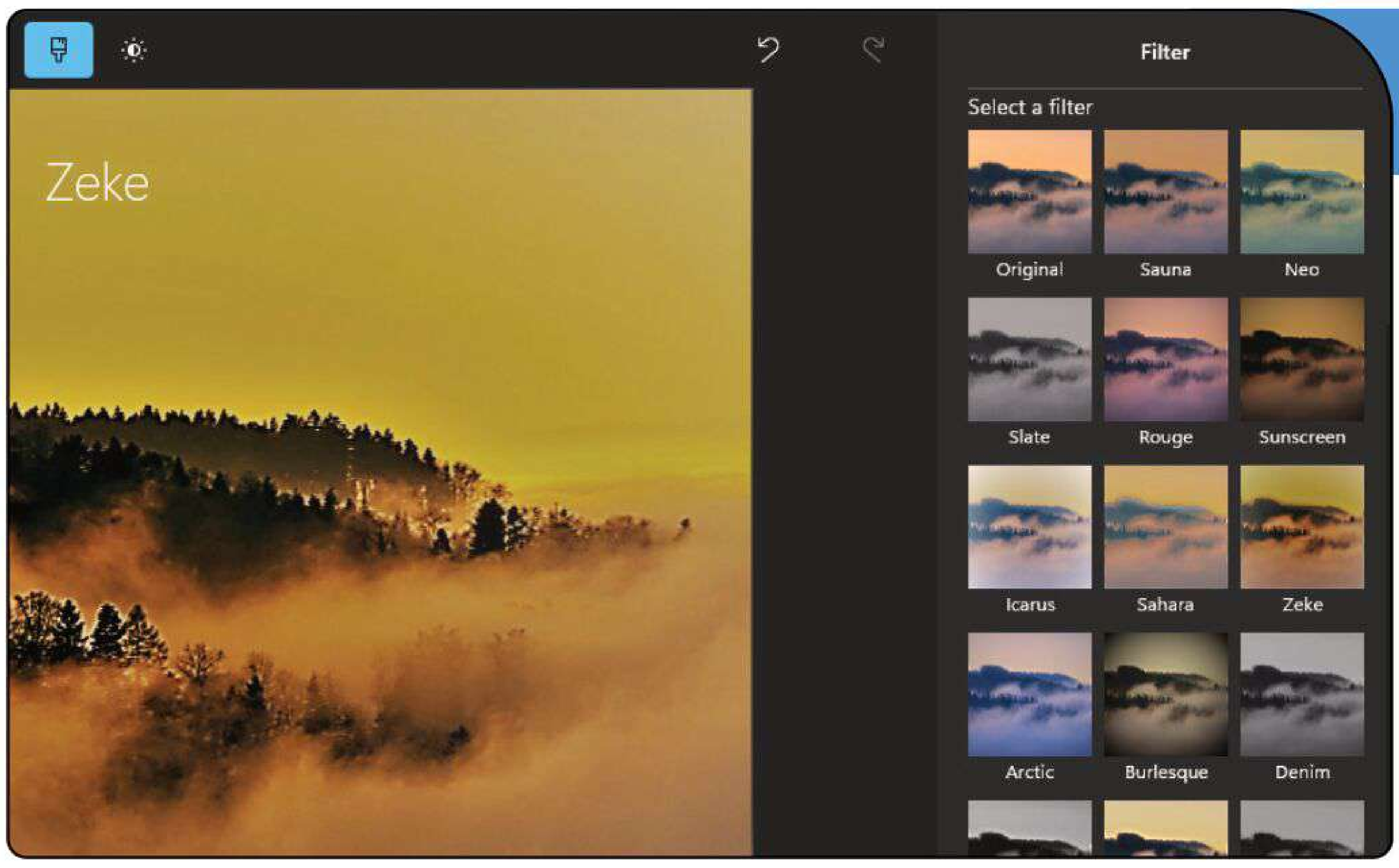
Step 2

Starting with Crop and Rotate. Click this to see further options for managing the aspect of your image. You can choose a preset aspect ratio, or drag the handles at the corners to crop to a custom shape. If you need to straighten the image, you can do so using the slider in the toolbar.


Filter
Enhance your photo
Filter intensity
Select a filter
Original
Sauna
Neo
Slate
Rouge
Sunscreen

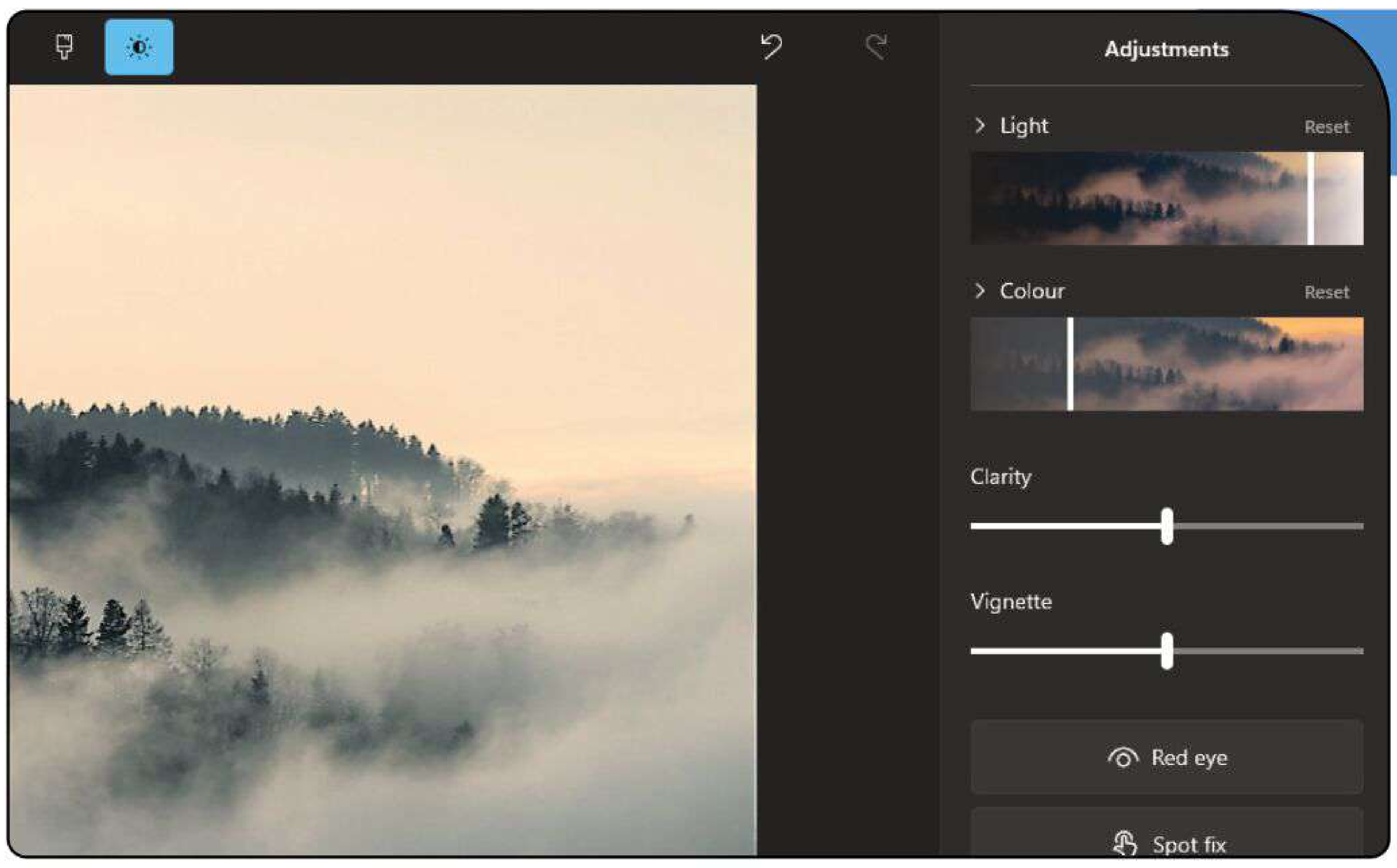
Step 3

Moving to the Filters section, at the top of the toolbar is the Enhance button. You can click this to let the software make changes and improvements to the image automatically. You will see the image change slightly, and you can then use the slider on the button to increase or decrease those changes.


Filter
Select a filter
Zeke
Original
Sauna
Neo
Slate
Rouge
Sunscreen
Icarus
Sahara
Zeke
Arctic
Burlesque
Denim

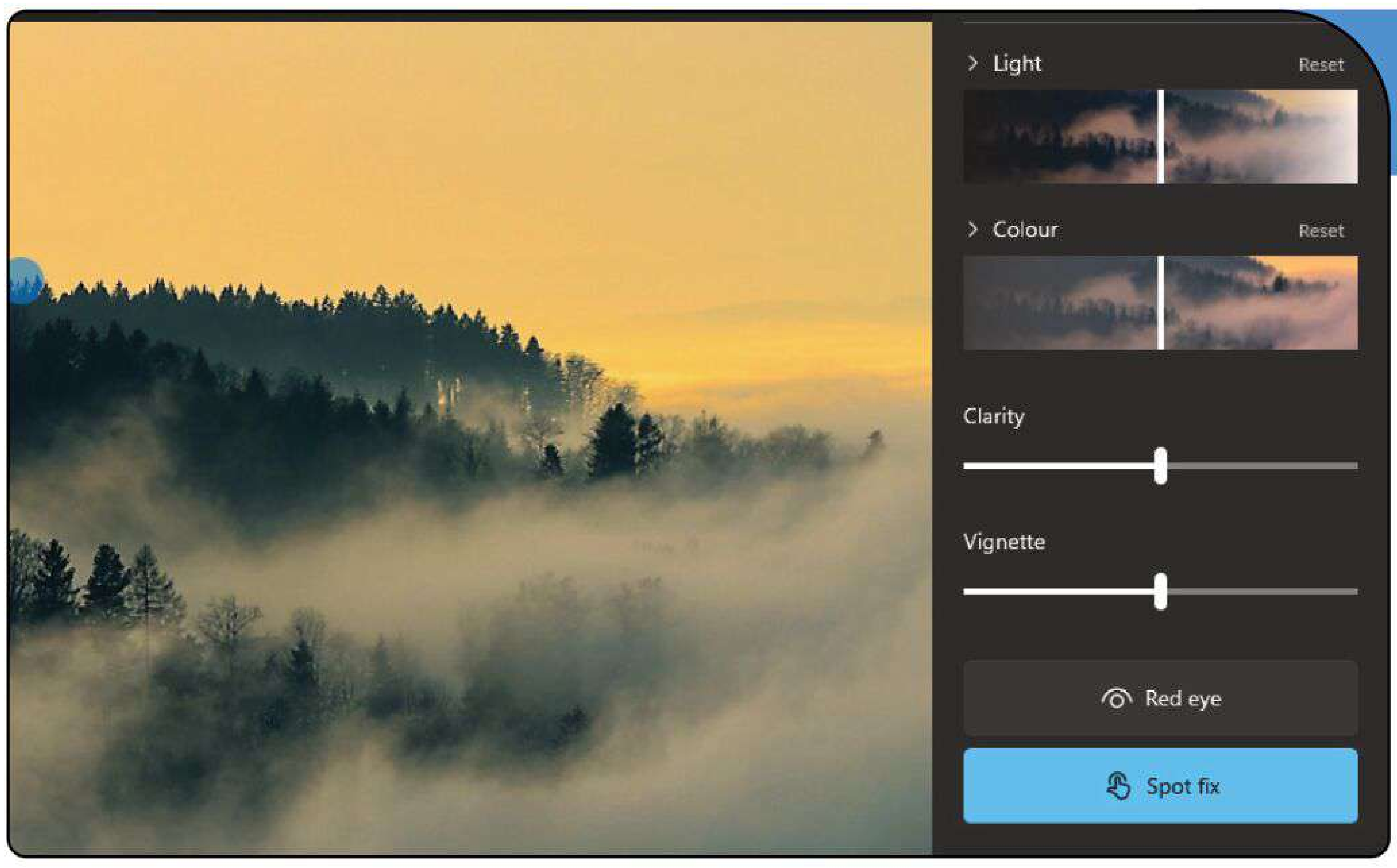
Step 4

You can, of course, apply enhancements yourself. Below the Auto-enhance button are the photo filters. Click on any of these to see the changes applied to your image. You can apply a filter and then adjust its effects by clicking on the Adjust tab at the top of the toolbar.


Adjustments
Light
Reset
Colour
Reset
Clarity
Vignette
Red eye
Spot fix

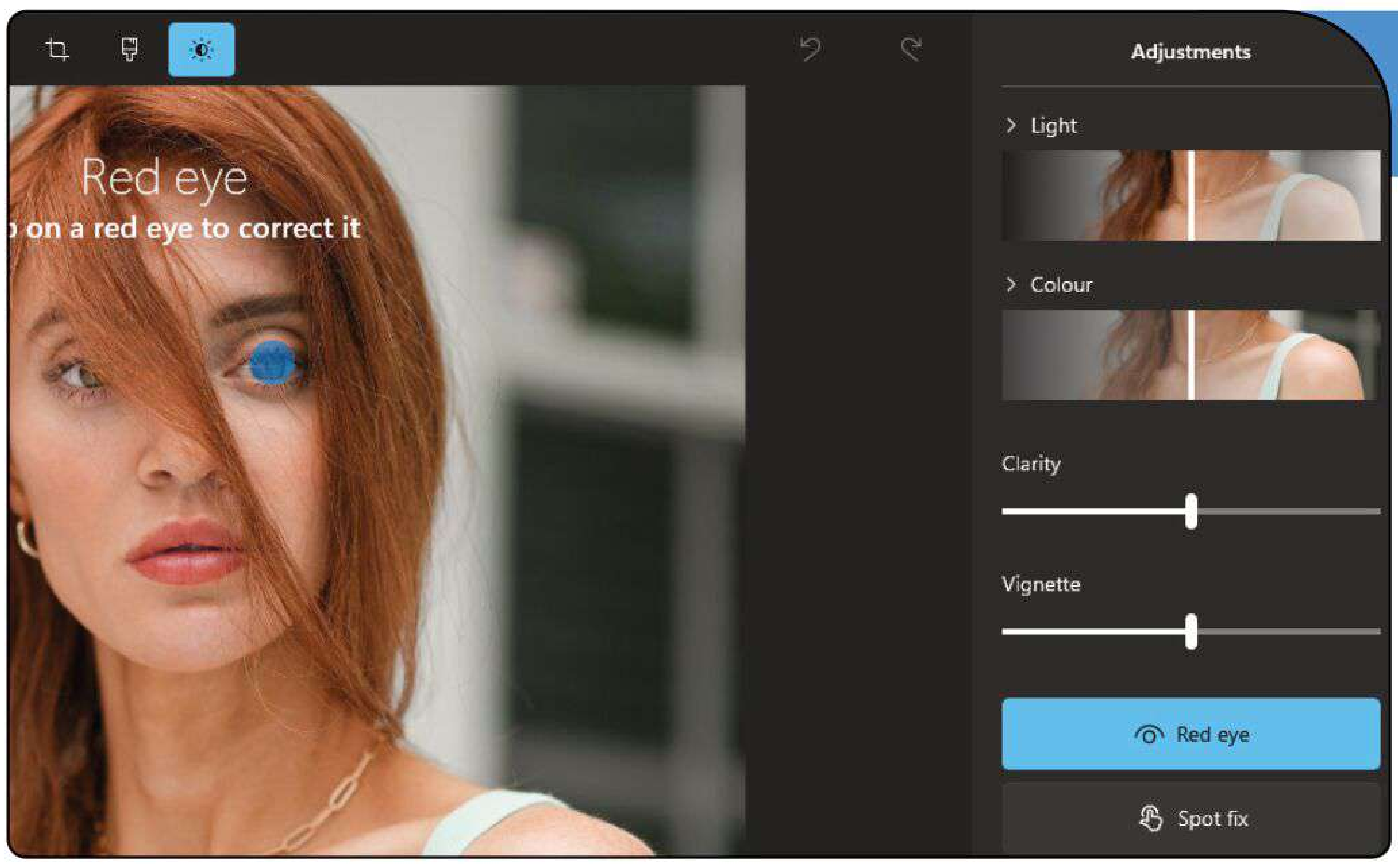
Step 5

The tools in the Adjust tab allow you to tweak the Light, Colour, Warmth and Clarity of an image. You can also use a slider to apply a Vignette (to lighten or darken the edges of an image). Just use the sliders to adjust any of these effects until you are happy with your image.


Light
Reset
Colour
Reset
Clarity
Vignette
Red eye
Spot fix

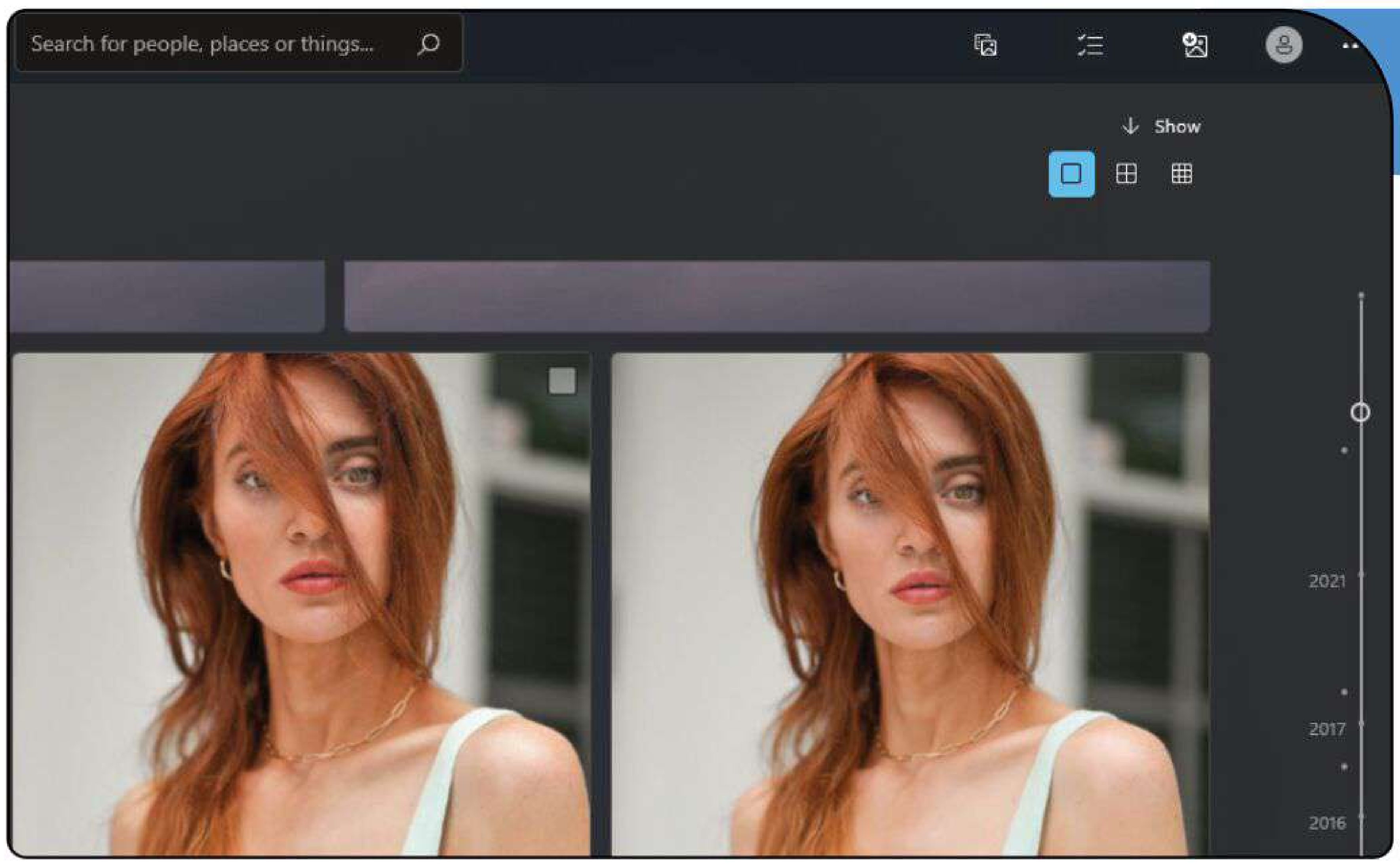
Step 6

At the bottom of the Adjust tab are Spot Fix and Red Eye tools. Click Spot Fix and the cursor will change to a blue circle. Place this over the part of the image you want to fix and click. The software will try to match the location of the spot to the scenery or colour around it, hopefully removing it.


Red eye
on a red eye to correct it
Adjustments
Light
Colour
Clarity
Vignette
Red eye
Spot fix

Step 7

The Red Eye tool works in a similar way. Click the tool and move the circle cursor over the red part of your subject's eye and zoom in if you need to. The tool will try to take the red out of the image and match it to the surrounding colour. The results are usually very good.


Search for people, places or things...
Show
2021
2017
2016

Step 8

When you have finished editing your image, you can click the "Save a copy" button to create a new file that includes the changes, whilst retaining the original. Or you can choose "Save" from the pop-up menu, which will overwrite the original image with the version you just edited.

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